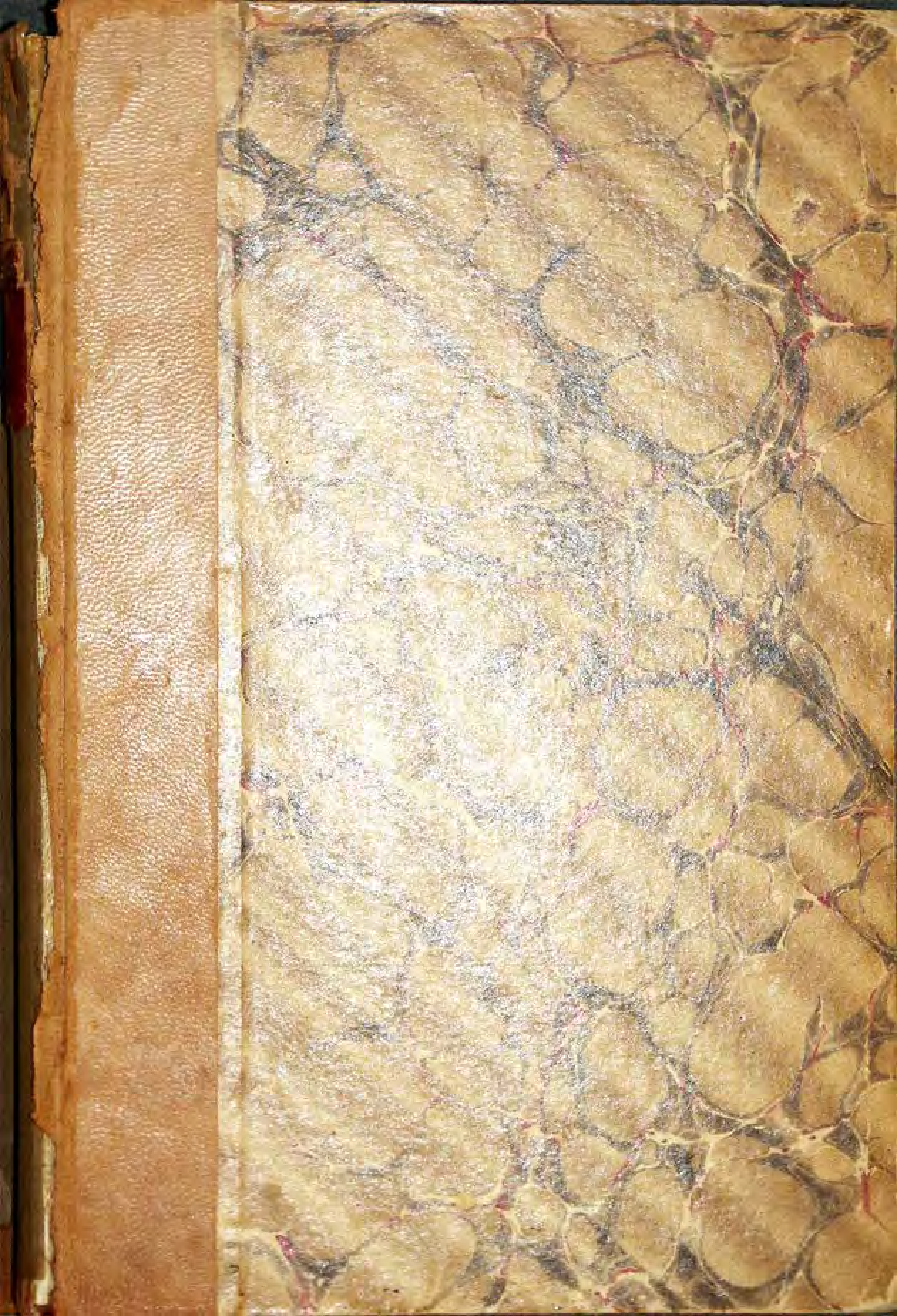

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Fla. State Board of Control

REPORT

OF THE

BOARD OF CONTROL

OF THE

State Institutions of Higher Learning of Florida

FOR THE

Biennium Ending
June 30, 1924

T. J. APPLEYARD, PRINTER, TALLAHASSEE, FLORIDA

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BOARD OF CONTROL

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J. T. DIAMOND, Secretary	Tallahassee

INTRODUCTION

We beg to submit herewith our biennial report on the State Educational Institutions under our management, viz:

University of Florida, Gainesville.
Florida State College for Women, Tallahassee.
School for the Deaf and the Blind, St. Augustine.
Agricultural and Mechanical College for Negroes, Tallahassee.

The report is made under different heads as follows:

I. Membership.
II. Reports.
III. Lands and Buildings.
IV. Growth.
V. Budgets.
VI. Conclusion.

I—MEMBERSHIP

The terms of two members of the Board expired in July, 1923, viz: Mr. E. L. Wartmann, of Citra, and Mr. John B. Sutton, of Tampa. Mr. Wartmann was appointed to succeed himself and Mr. A. H. Blanding, of Bartow, was appointed to succeed Mr. Sutton. In June, 1924, Mr. W. L. Weaver resigned and Mr. W. B. Davis, of Perry, was appointed in his place.

II—REPORTS

We hand you herewith the following reports, viz:

Report of J. T. Diamond, Secretary of the Board of Control.

Report of W. S. Cawthon, State Superintendent.

Report of A. A. Murphree, A. M., L.L. D., President of the University.

Report of Edward Conradi, A. M., Ph. D., President of the Florida State College for Women.

Report of A. H. Walker, A. B., Litt. D., President of the School for the Deaf and the Blind.

Report of J. R. E. Lee. A. M., L.L. D., President of the Agricultural and Mechanical College for Negroes.

The reports of the Presidents are published separately from this report, but are to be considered a part of it. They are full and complete, embodying also the reports of the Director of the Experiment Station, the Deans and heads of departments. They give a full and clear account of the work of the Institutions, courses of study, etc., and the needs for the next biennium. We believe you will be interested in them and feel assured that you will give them your careful consideration.

III—LANDS AND BUILDINGS

The appropriation for the buildings made by the last Legislature has been expended for the several buildings as authorized. The amount for enlarging and remodeling the Auditorium at the Florida State College for Women was not sufficient to complete the work. It is, however, left in usable shape. The amount for the Library at the University was only sufficient to build one Unit of the building but this will meet the requirements for the next biennium. The same is true of the Library at the Florida State College for Women.

The amount of land at the several Institutions is the same as shown in our last biennial report except that 5.6 acres has been added to the acreage of the Florida State College for Women and 10 acres has been added to the acreage of the University. Also the Trustees of the Internal Improvement Fund have set apart 480 acres additional to the Everglades Experiment Station, adjoining the acreage already set apart, so that the amount of land owned is as follows:

University		614 acres	1320
Florida State College for Women		274.6 acres	720
School for the Deaf and the Blind		25 acres	
Agricultural and Mechanical College for Negroes		229 acres	
Branch Experiment Stations:			
Tobacco Station	23 acres		
Citrus Station	84 acres		
Everglades Station	640 acres		
		747 acres	
TOTAL		1889.6 acres	

IV—GROWTH

The following table showing the attendance for each year for each Institution since the passage of the Buckman Act in 1905 and the estimated attendance for the coming biennium gives an idea of the growth of the Institutions:

ATTENDANCE OF THE SEVERAL INSTITUTIONS

Year	University of Florida.	Florida State College for Women.	School for the Deaf and the Blind.	A. & M. College for Negroes.	Year	University of Florida.	Florida State College for Women.	School for the Deaf and the Blind.	A. & M. College for Negroes.
	Regular Session					Summer Session			
1905-06	136	204	88	280					
1906-07	102	220	90	294					
1907-08	103	240	97	307					
1908-09	103	257	90	289					
1909-10	186	272	105	271					
1910-11	241	280	103	314					
1911-12	302	315	111	361					
1912-13	321	413	119	379					
1913-14	354	417	135	433	1913-14	140	60		
1914-15	385	473	137	423	1914-15	269	163		
1915-16	436	551	146	354	1915-16	402	259		
1916-17	620	619	150	336	1916-17	539	363		
1917-18	418	635	157	316	1917-18	433	396		
1918-19	372	776	171	312	1918-19	434	433		117
1919-20	672	717	186	339	1919-20	612	469		207
1020-21	835	731	191	316	1920-21	743	423		248
1921-22*	1018	784	206	339	1921-22	783	539		187
1922-23	1118	781	224	339	1922-23	895	512		225
1923-24	1347	964	231	361	1923-24	1028	585		182
1924-25	1447	1187	250	343	1924-25	928	526		200
1925-26	1550	1484	275	400	1925-26	1000	650		250
1926-27	1800	1856	300	500	1926-27	1200	800		300

* After the year 1921-22 no students are included in the attendance at the University and Florida State College for Women except those taking regular College work.

V—BUDGETS

The Presidents of the several Institutions, the Director of the Experiment Station, the deans and heads of Departments have made up their budgets in great detail, giving the amounts they consider necessary for the biennium, July 1, 1925, to June 30, 1927. The recapitulation of the Budgets is as follows:

RECAPITULATION OF THE BUDGETS OF THE INSTITUTIONS AS RECOMMENDED BY THE PRESIDENTS

	Budget	Other Sources	Appropriation	Operating	Buildings
University of Florida, including Experiment Stations and Extension Divisions..........	$2,829,258	$206,731	$2,622,527	$1,718,327	$ 904,200
Florida State College for Women.	1,284,568	136,875	1,147,693	563,193	584,500
School for the Deaf and the Blind...	375,250		375,250	232,250	143,000
A. & M. College for Negroes.........	562,942	52,400	510,542	155,529	355,013
TOTALS......	$5,052,018	$396,006	$4,656,012	$2,669,299	$1,986,713

For details of the Budgets, see Reports of the Presidents.

We recommend that certain changes be made in the budgets as follows:

UNIVERSITY

(1) That $15,000 be added to the Building Budget for furnishing the Library, making this budget $919,200, instead of $904,200.

(2) That the Building Budget as amended be reduced from $919,200 to $668,800, the amended budget being as follows:

ADMINISTRATIVE—

Under Campus and Road Construction should be considered new walks and hard surfacing of all drives. This has been carefully worked out by Prof. Alex. Bresth of the Engineering College and blue prints with specifications filed showing cost of............	$20,000	
Iron fence for enclosing campus grounds..............	5,000	
New Unit in the Central Heating Plant account of new Library and Auditorium, Buildings added..........	15,000	
Connecting Buckman and Thomas Hall dormitories with the Central Heating Plant and new return system for steam heating installed (estimated)........	10,000	
Enlargement of the present sewerage system tank and removal of the septic tank to the target range......	20,000	
Dormitories done over and new furniture installed....	10,000	
Wooden Barracks arranged as Dormitory Annex......	1,000	
Furnishing Library	15,000	$ 96,000.00

ARTS AND SCIENCES—		
Biological Station on Lake Newman	4,100	
New Building Chemistry and Pharmacy	200,000	
Equipment for same	50,000	254,100.00
CIVIL ENGINEERING—		
Building		100,000.00
AGRICULTURAL COLLEGE—		
First Unit Horticultural Building	150,000	
Completing and furnishing third floor of Agricultural Building	4,000	
Barns for bulls and beef cattle	5,000	159,000.00
EXPERIMENT STATION—		
Purchase of new land	22,400	
Greenhouses for Plant Disease	5,000	
Isolation pens	700	
Citrus Station Laboratory Buildings	12,000	
Tobacco Station new land	1,700	
Packing House	4,500	
Outside Insectary	1,000	
Citrus Station, new land	12,000	
Mule Barn and Tool Shed	400	59,700.00
TOTAL		$668,800.00

(3) That $15,000 be added to the amount for the Experiment Station Budget for the eradication of the tomato disease, "nail head rust."

(4) That the General Extension Budget be reduced from $154,220 to $80,000.

(5) That the term of the Summer School be reduced for the second year of the biennium from 12 weeks to 8 weeks, thus reducing the budget of Teachers' College and Summer School from $110,250 to $100,000.

The Operating Budget with the foregoing changes will be $1,663,657.

FLORIDA STATE COLLEGE FOR WOMEN

That the Building Budget be reduced from $584,500 to $515,500, the amended budget being as follows:

Auditorium, completing Building	38,000.00
Auditorium Equipment	7,000.00
Library Building Equipment	6,000.00
Training School and Equipment	80,000.00
Dormitory	140,000.00
Dormitory Equipment	10,000.00
Heating Plant Enlarged	12,000.00
Gymnasium and Equipment	100,000.00

Academic Building	80,000.00
Home Economics Practice House	12,000.00
Tile Roof on Jennie Murphree Hall	2,000.00
Completing Dining Room	10,000.00
Fire Stairways	8,000.00
Land	10,500.00
	$515,500.00

SCHOOL FOR THE DEAF AND THE BLIND

That the Building Budget be reduced from $143,000 to $120,000, the amended budget being as follows:

Kitchen—Addition to	25,000.00
Bulk Head	14,000.00
Athletic Field	8,000.00
Campus	3,000.00
New Boilers	7,500.00
Boys' Dormitory	60,000.00
Completing Bloxham Cottage	2,500.00
	$120,000.00

AGRICULTURAL AND MECHANICAL COLLEGE FOR NEGROES

(1) That $5,000 be added to the Building Budget for repairs, making this budget $365,013, instead of $360,013.

(2) That this budget as amended be reduced from $365,013 to $295,013, the amended budget being as follows:

Girls' Dormitory (Brick)	80,000.00
Dining Hall, complete, including Refrigerating Plant	12,400.00
New Science Hall, complete	7,500.00
Mechanic Arts Building	4,500.00
Administration Building, Class Rooms and Assembly (brick)	125,000.00
Repairs on Buildings	10,613 00
Nurses' Home	5,000.00
Central Sewerage System and Septic Tank	25,000.00
Water System	25,000.00
	$295,013.00

With the foregoing changes we approve the budgets.

The Recapitulation as amended is as follows:

RECAPITULATION OF THE BUDGETS OF THE INSTITUTIONS AS AMENDED

	Budget	Other Sources	Appropriation	Operating	Buildings
University of Florida, including Experiment Stations and Extension Divisions..........	$2,539,188	$206,731	$2,332,457	$1,663,657	$ 668,800
Florida State Collefe for Women.	1,215,068	136,875	1,078,193	563,193	515,000
School for the Deaf and the Blind...	352,250		352,250	232,250	120,000
A. & M. College for Negroes.........	502,942	52,400	450,542	155,529	295,013
TOTALS......	$4,609,448	$396,006	$4,213,442	$2,614,629	$1,598,813

The amount asked for is large, but it is a question whether these Institutions should be asked to get along on less. It is unnecessary to call attention to the fact that Florida appears to be on the eve of a great development and the indications are that her progress in the near future will be unprecedented. There are many serious problems to be solved in agricultural, horticultural and other lines that will have an important bearing on this development. We know also that many more of our young men and young women should be in our Institutions than there are at present, but on account of their over-crowded condition we cannot properly take care of more than we have. The reports in the State Superintendent's office show that there are more than 3,000 students in the Senior Classes of the High Schools of the State and we should be in position to take care of all who may make application for admittance to our Institutions. These conditions must be carefully weighed in fixing the amount of the appropriation.

VI—CONCLUSION

The reports from the several Institutions, Experiment Station and Departments are so full and complete that we do not deem it necessary to go into them in detail as it would be largely repetition, but we earnestly hope you will give them your most careful consideration. We wish, however, to say a few words in regard to the Agricultural and Mechanical College for Negroes as there have been some important changes at that Institution since our last report of which you should be advised. At the close of the first year of the biennium we deemed it to be for the best interest of the Institution to make a change in the Presidency. Not being able to find a suitable man for the position at once we appointed a member of the faculty as Acting President. This proved to be an unfortunate selection and the Institution had a very unsatisfactory year. In June last, after careful investigation we appointed J. R. E. Lee President and we think we were fortunate in getting him. He is a man of good education, fine executive ability and a good disciplinarian and we believe well fitted for the postion. Under his management the Institution has greatly improved and we think with sufficient financial support it will develop into an excellent school and will be of great benefit to the negro race, and of course to the State.

We trust that all of the Institutions and work referred to in this report will receive the most liberal treatment from you that conditions justify. In conclusion we wish to thank all those in the work under our management for their earnest and efficient efforts and our hearty appreciation of their fine spirit and cooperation.

BOARD OF CONTROL,
By P. K. Yonge, Chairman.

BOARD OF CONTROL BUDGET

For the Year 1925-26

For travelling expenses of Board members and Board's Secretary	$2,000	
For Office Expense, including record books, postage, stationery, office supplies, etc.	200	
For Salary of Board's Secretary	1,800	
For Salary of Stenographer and Clerk	1,000	$5,000

For the Year 1926-27

For travelling expenses of Board members and Board's Secretary	$2,000	
For Office Expense, including record books, postage, stationery, office supplies, etc.	200	
For Salary of Board's Secretary	1,800	
For Salary of Stenographer and Clerk	1,000	
For printing Biennial Report of the Board of Control	1,000	$6,000
Total Budget for the Biennium		$11,000

Tallahassee, Fla., Aug. 1, 1923.

To the State Board of Control:

Gentlemen:

The following report of the receipts and disbursements of the funds for the several institutions under the management of the Board for the scholastic year beginning on the first day of July, 1922, and ending June 30, 1923, is herewith respectfully submitted:

J. T. DIAMOND,
Secretary Board of Control.

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE YEAR BEGINNING JULY 1, 1922, AND ENDING JUNE 30, 1923

Total Receipts

University of Florida	$335,778.35	
Florida State College for Women	303,110.66	
Florida A. and M. College for Negroes	50,292.79	
(Total for higher learning)		$ 689,181.80
Agricultural Experiment Station	$115,095.03	
Agricultural Extension Division	124,107.22	
Florida School for the Deaf and the Blind	114,047.92	
		$ 353,250.17
Total Receipts		$1,042,431.97

Total Disbursements

University of Florida	$329,491.00	
Florida State College for Women	285,618.85	
Florida A. and M. College for Negroes	50,292.79	
(Total amount spent for higher learning)		$ 665,402.64
Agricultural Experiment Station	$ 94,577.24	
Agricultural Extension Division	124,088.33	
Florida School for the Deaf and the Blind	112,307.77	
		$ 330,973.34
Total Disbursements		$ 996,375.98
Unexpended Balance on July 1, 1923		$ 46,055.99

UNIVERSITY OF FLORIDA

CURRENT EXPENSE FUND—STATE APPROPRIATION

Resources:		
Balance brought forward 1921 Legislative appropriation		$ 25,00
Warrant No. 37771 cancelled May 24, 1923		75.00
Legislative appropriation 1921		170,000.00
		$ 170,100.00
Expenditures:		
For Salaries	$127,637.11	
For Equipment, Furniture and Apparatus	17,894.72	
For Heat, Light and Water	2,210.89	
For Postage and Office Expense	2,179.57	
For Advertising and Printing	3,840.22	
For Buildings and Repairs	6,790.35	
For Traveling Expenses	2,234.38	
For Freight and Express	2,252,82	
For Feed Stuffs	1,037.89	
For Books and Publications	3,871.55	
For all other purposes	150.50	
		$ 170,100.00

MORRILL FUND—FEDERAL APPROPRIATION

Resources:	
Received from the Federal Government	$ 25,000.00
Expenditures:	
For Salaries	25,000.00

INCIDENTAL FUND—SUNDRY COLLECTIONS

Resources:	
Balance Brought Forward July 1, 1922	$ .17
Receipts Collected During the Year	33,779.06
	$ 33,779.23

Expenditures:		
For Salaries	$ 17,910.49	
For Equipment, Furniture and Apparatus	4,813,83	
For Heat, Light and Water	97.76	
For Postage, Stationery and Office Supplies	640.62	
For Advertising and Printing	671.48	
For Building and Repairs	2,447.53	
For Traveling Expenses	1,254.00	
For Freight and Express	564.51	
For Feed Stuffs	184.20	
For Books and Publications	516.18	
For All Other Purposes	206.83	
		$ 29,307.43
Unexpended Balance on July 1, 1923		$ 4,471.80

SEMINARY INTEREST FUND

Resources:	
Received Interest on Bonds	$ 2,151.50
Expenditures:	
For Salaries	$ 2,151.50

AGRICULTURE COLLEGE FUND

Resources:	
Received Interest on Bonds	$ 7,427.50
Expenditures:	
For Salaries	$ 7,427.50

BUILDING FUND

Resources:	
Balance Brought Forward July 1, 1922, of the 1921 Legislative Appropriation for the First Unit of Administration Building	$ 61,372.50
Expenditures:	
Fort First Unit of Administration Building	$ 61,372.50

GENERAL EXTENSION DIVISION

Resources:		
Balance of 1921 Legislative Appropriation Brought Forward July 1, 1922		$ 1,499.01
Legislative Appropriation 1921 for this year		30,000.00
		$ 31,499.01
Expenditures:		
For Salaries	$ 20,692.22	
For Equipment, Furniture and Apparatus	1,292.34	
For Heat, Light and Water	21.30	
For Postage, Stationery and Office Expense	2,640.24	
For Advertising and Printing	2,044.24	
For Buildings and Repairs	107.50	
For Traveling Expenses	2,505.98	
For Freight and Express	73.77	
For Slides and Films	1,069.48	
For Books and Publications	871.94	
For All Other Purposes	180.00	
		$ 31,499.01

GENERAL EXTENSION DIVISION, INCIDENTAL FUND

Resources:		
Balance Brought Forward July 1, 1922		$ 32.43
Received During the Year		4,416.18
		$ 4,448.61
Expenditures:		
For Salaries	$ 1,228.83	
For Equipment, Furniture and Apparatus	206.01	
For Postage, Stationery and Office Expense	56.33	
For Advertising and Printing	139.90	
For Building and Repairs	4.20	
For Traveling Expenses	142.70	
For Freight and Express	57.19	
For Enrollment Fees in Other Institutions	206.00	
For Books and Publications	76.55	
For All Other Purposes	515.35	
		$ 2,633.06
Unexpended Balance July 1, 1922		$ 1,815.55

SUMMARY OF THE RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCES IN THE DIFFERENT FUNDS OF THE UNIVERSITY

Name of the Fund	Receipts	Disbursements	Balances
Current Expense Fund..........	$170,100.00	$170,100.00	
Morrill Fund....................	25,000.00	25,000.00	
Incidental Fund.................	33,779,23	29,307.43	$4,471.80
Seminary Interest Fund..........	2,151.50	2,151.50	
Agricultural College Fund........	7,427.50	7,427.50	
Building Fund	61,372.50	61,372.50	
General Extension Division......	31,499.01	31,499.01	
General Extension Incidental.....	4,448.61	2,633.06	1,815.55
Totals	$335,778.35	$329,491.00	$6,287.35

AGRICULTURAL EXPERIMENT STATION

CURRENT EXPENSE FUND—STATE APPROPRIATION

Resources:

Balance 1921 Legislative Appropriation Brought Forward, July 1, 1922.........................		$ 7,478.27
Appropriation 1921 for this year.................		30,000.00
		$ 37,478.27

Expenditures:

For Salaries.................................	$ 19,307.06	
For Equipment, Furniture and Apparatus........	5,938.69	
For Heat, Light and Water......................	315.47	
For Postage, Stationery and Office Expense......	567.63	
For Advertising and Printing....................	4,412.34	
For Buildings and Repairs......................	2,472.32	
For Traveling Expenses........................	2,118.88	
For Freight and Express.......................	333.02	
For Feed Stuffs...............................	1,289.08	
For Books and Publications.....................	659.91	
For All Other Purposes........................	63.87	
		$ 37,478.27

ADAMS FUND—FEDERAL APPROPRIATION

Resources:		
Received Check from Federal Government........		$ 15,000.00
Expenditures:		
For Salaries....................................	$ 13,894.11	
For Equipment, Furniture and Apparatus........	619.20	
For Heat, Light and Water......................	7.80	
For Advertising and Printing....................	14.81	
For Buildings and Repairs.......................	14.68	
For Traveling Expenses..........................	302.99	
For Freight and Express.........................	97.67	
For Feed Stuffs.................................	37.80	
For Books and Publications......................	2.40	
For All Other Purposes..........................	8.54	
		$ 15,000.00

HATCH FUND—FEDERAL APPROPRIATION

Resources:		
Received Check from Federal Government........		$ 15,000.00
Expenditures:		
For Salaries....................................	$ 12,489.39	
For Equipment, Furniture and Apparatus.........	1,111.80	
For Heat, Light and Water......................	21.05	
For Postage, Stationery and Office Expense......	130.17	
For Advertising and Printing....................	45.19	
For Buildings and Repairs.......................	123.65	
For Traveling Expenses..........................	363.00	
For Freight and Express.........................	16.94	
For Feed Stuffs.................................	499.95	
For Books and Publications......................	185.70	
For All Other Purposes..........................	13.15	
		$ 14,999.99
Unexpended Balance July 1, 1923............		$ .01

INCIDENTAL FUND—FARM SALES

Resources:	
Balance Brought Forward July 1, 1922............	$ 593.72
Receipts During the Year........................	6,023.79
	$ 6,617.51

Expenditures:		
For Salaries	$ 817.94	
For Equipment, Furniture and Apparatus	657.56	
For Postage and Office Expense	.45	
For Buildings and Repairs	142.51	
For Traveling Expenses	2.15	
For Freight and Express	35.73	
For Feed Stuffs	4,389.26	
For Books and Publications	16.68	
For All Other Purposes	203.56	
		$ 6,265.84
Unexpended Balance on July 1, 1923		$ 351.67

TOBACCO EXPERIMENT STATION

Resources:		
Balance Brought Forward July 1, 1921		$ 5,833.74
Legislative Appropriation		15,000.00
		$ 20,833.74
Expenditures:		
For Salaries	$ 6,170.02	
For Equipment, Furniture and Apparatus	3,358.67	
For Heat, Light and Water	360.26	
For Postage and Office Expense	396.44	
For Advertising and Printing	21.29	
For Buildings and Repairs	10,181.35	
For Traveling Expenses	155.22	
For Freight and Express	78.85	
For Feed Stuffs	109.44	
For Books and Publications	1.60	
		$ 20,833.14
Unexpended Balance July 1, 1923 (Reverts to Treasury)		$ .60

INCIDENTAL FUND—TOBACCO EXPERIMENT STATION

Resources:		
Received Refund on Hardware for Laboratory		$ 200.00
Expenditures:		
Nothing		
Unexpended Balance July 1, 1923		$ 200.00

EVERGLADES EXPERIMENT STATION

Resources:	
Amount of 1921 Legislative Appropriation Brought Forward	$ 9,965.51
Legislative Appropriation for this year	10,000.00
	$ 19,965.51
Expenditures:	
None	
Unexpended Balance July 1, 1923	$ 19,965.51

SUMMARY OF RECEIPTS AN DDISBURSEMENTS TOGETHER WITH THE BALANCES IN THE DIFFERENT FUNDS OF THE AGRICULTURAL EXPERIMENT STATION

Name of the Fund	Receipts	Disbursements	Balances
Current Expense Fund	$ 37,478.27	$ 37,478.27	
Adams Fund	15,000.00	15,000.00	
Hatch Fund	15,000.00	14,999.99	$ .01
Incidental Fund	6,617.51	6,265.84	351.67
Tobacco Station	20,833.74	20,833.14	.60
Tobacco Station, Incidental	200.00		200.00
Everglades Experiment Station	19,965.51		19,965.51
Totals	$115,095.03	$ 94,577.24	$20,517.79

AGRICULTURAL EXTENSION DIVISION

SMITH-LEVER—STATE APPROPRIATION

Resources:		
Legislative Appropriation		$ 48,872.25
Expenditures:		
For Salaries	$ 34,651.57	
For Equipment, Furniture and Apparatus	843.05	
For Postage, Stationery and Office Expense	672.48	
For Advertising and Printing	328.49	
For Traveling Expenses	12,374.60	
For Freight and Express	2.06	
		$ 48,872.25

SMITH-LEVER—FEDERAL APPROPRIATION

Resources:		
Balance Brought Forward from Previous Year....		$ 666.12
Received from the Federal Government............		58,287.09
Received Interest on Deposits from State Treasurer		632.80
		$ 59,586.01
Expenditures:		
For Salaries....................................	$ 35,182.22	
For Equipment, Furniture and Apparatus........	2,720.28	
For Postage, Stationery and Office Expense......	1,353.02	
For Advertising and Printing....................	4,558.47	
For Buildings and Repairs......................	535.68	
For Traveling Expenses........................	14,941.24	
For Freight and Express........................	208.10	
For Books and Publications......................	65.58	
For All Other Purposes.........................	3.40	
		$ 59,567.99
Unexpended Balance on July 1, 1923..........		$ 18.02

SMITH-LEVER, SUPPLEMENTAL—FEDERAL APPROPRIATION

Resources:		
Received Check from Federal Government........		$ 15,496.08
Received Interest on Deposits from State Treasurer		152.88
		$ 15,648.96
Expenditures:		
For Salaries....................................	$ 15,383.16	
For Equipment, Furniture and Apparatus........	1.21	
For Traveling Expenses........................	263.72	
		$ 15,648.09
Unexpended Balance on July 1, 1923..........		$ .87

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCES IN THE DIFFERENT FUNDS OF THE AGRICULTURAL EXTENSION DIVISION

Name of the Fund	Receipts	Disbursements	Balances
Smith-Lever, State	$ 48,872.25	$ 48,872.25	
Smith-Lever, Federal	59,586.01	59,567.99	$ 18.02
Lever, Supplemental	15,648.96	15,648.09	.87
Totals	$124,107.22	$124,088.33	$ 18.89

FLORIDA STATE COLLEGE FOR WOMEN

CURRENT EXPENSE FUND—STATE APPROPRIATION

Resources:

Balance Brought Forward Previous Year		$ 1,803.65
Legislative Appropriation		146,000.00
		$ 147,803.65

Expenditures:

For Salaries	$122,384.67	
For Equipment, Furniture and Apparatus	11,891.32	
For Heat, Light and Water	3,136.58	
For Postage, Stationery and Office Expense	2,450.75	
For Advertising and Printing	181.50	
For Buildings and Repairs	3,336.95	
For Traveling Expenses	351.56	
For Freight and Express	294.74	
For Books and Publications	3,189.33	
For All Other Purposes	586.25	
		$ 147,803.65

INCIDENTAL FUND—SUNDRY COLLECTIONS

Resources:

Balance Brought Forward July 1, 1922		$ 11,559.96
Receipts Collections During the Year		44,261.33
		$ 55,821.29

Expenditures:

For Salaries	$ 27,283.95	
For Equipment, Furniture and Apparatus	5,531.86	
For Heat, Light and Water	629.90	
For Postage, Stationery and Office Expense	637.03	
For Printing and Advertising	1,109.69	
For Buildings and Repairs	2,294.07	
For Traveling Expenses	120.00	
For Books and Publications	993.08	
		$ 38,599.58
Unexpended Balance on July 1, 1923		$ 17,221.71

SEMINARY INTEREST FUND

Resources:

Balance Brought Forward July 1, 1922	$ 5,820.26
Received Interest During the Year	2,151.50
	$ 7,971.76

Expenditures:

For Salaries	$ 7,961.66
Unexpended Balance on July 1, 1923	$ 10.10

BUILDING FUND

Resources:

Balance Brought Forward Legislative Appropriation July 1, 1922	$ 74,445.43

Expenditures:

For Equipment, Furniture and Apparatus	$ 9,538.91	
For Heating Plant	11,443.85	
For Construction of Jennie Murphree Hall	52,039.63	
For Grading Campus and Building Walks	1,329.75	
For Freight and Express	93.29	
		$ 74,445.43

HOME DEMONSTRATION—STATE APPROPRIATION

Resources:		
Balance Brought Forward July 1, 1922............		$ 1,808.53
Legislative Appropriation.........................		15,000.00
		$ 16,808.53
Expenditures:		
For Salaries..	$ 7,603.91	
For Equipment, Furniture and Apparatus........	3,185.53	
For Heat, Light and Water.......................	45.86	
For Postage, Stationery and Office Expense......	1,192.37	
For Advertising and Printing....................	2,833.22	
For Buildings and Repairs.......................	15.70	
For Traveling Expenses..........................	1,330.78	
For Freight and Express.........................	294.58	
For Books and Publications......................	78.86	
For All Other Purposes..........................	227.72	
		$ 16,808.53

JAMES D. WESCOTT ESTATE

Resources:	
Balance Brought Forward July 1, 1922............	$ 260.00
Expenditures:	
None	
Unexpended Balance on July 1, 1923..........	$ 260.00

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCES IN THE DIFFERENT FUNDS OF THE FLORIDA STATE COLLEGE FOR WOMEN

Name of the Fund	Receipts	Disbursements	Balances
Current Expense Fund..........	$147,803.65	$147,803.65	
Incidental Fund.................	55,821.29	38,599.58	$17,221.71
Seminary Interest Fund.........	7,971.76	7,961.66	10.10
Building Fund...................	74,445.43	74,445.43	
Home Demonstration Fund.....	16,808.53	16,808.53	
James D. Wescott Estate.........	260.00		260.00
Totals	$303,110.66	$285,618.85	$17,491.81

THE FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

CURRENT EXPENSE FUND—STATE APPROPRIATION

Resources:		
Balance Brought Forward July 1, 1922		$ 3,567.27
Legislative Appropriation		80,000.00
		$ 83,567.27
Expenditures:		
For Salaries	$ 42,059.58	
For Equipment, Furniture and Apparatus	14,003.87	
For Heat, Light and Water	3,303.20	
For Postage, Stationery and Office Expense	477.18	
For Buildings and Repairs	3,966.07	
For Traveling Expenses	1,147.51	
For Freight and Express	1,081.51	
For Feed and Groceries	13,515.97	
For Books and Publications	1,631.28	
For All Other Purposes	2,381.10	
		$ 83,567.27

INCIDENTAL FUND—SUNDRY COLLECTIONS

Resources:	
Balance Brought Forward July 1, 1922	$ 1,181.54
Receipts During the Year	883.50
	$ 2,065.04
Expenditures:	
For Buildings and Repairs	$ 324.89
Unexpended Balance on July 1, 1923	$ 1,740.15

BUILDING FUND—STATE APPROPRIATION

Resources:	
Balance Brought Forward July 1, 1922	$ 28,415.61
Expenditures:	
For Construction of Annex to Building for Negroes	$ 28,415.61

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCES IN THE DIFFERENT FUNDS OF THE FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

Name of the Fund	Receipts	Disbursements	Balances
Current Expense Fund..........	$ 83,567.27	$ 83,567.27	
Incidental Fund	2,065.04	324.89	$1,740.15
Building Fund..................	28,415.61	28,415.61	
Totals	$114,047.92	$112,307.77	$1,740.15

THE FLORIDA AGRICULTURAL AND MECHANICAL COLLEGE FOR NEGROES

CURRENT EXPENSE FUND—STATE APPROPRIATION

Resources:		
Balance Brought Forward July 1, 1922............		$ 14,063.17
Expenditures:		
For Salaries....................................	$ 10,996.60	
For Equipment, Furniture and Apparatus.........	301.63	
For Heat, Light and Water......................	1,035.17	
For Postage, Stationery and Office Expense......	213.74	
For Advertising and Printing.....................	360.15	
For Buildings and Repairs......................	957.49	
For Traveling Expenses.........................	55.14	
For Freight and Express........................	135.05	
For Books and Publications......................	2.20	
For All Other Purposes.........................	6.00	
		$ 14,063.17

MORRILL FUND—FEDERAL APPROPRIATION

Resources:		
Balance Brought Forward July 1, 1922............		$ 72.67
Received Check from Federal Government........		25,000.00
		$ 25,072.67
Expenditures:		
For Salaries....................................	$ 20,231.93	
For Equipment, Furniture and Apparatus........	2,264.30	
For Heat, Light and Water......................	929.50	
For Buildings and Repairs......................	317.65	

For Freight and Express	46.52	
For Feed Stuffs	852.20	
For Books and Publications	231.25	
For Postage, Stationery and Office Supplies	179.02	
For All Other Purposes	20.30	
		$ 25,072.67

INCIDENTAL FUND—SUNDRY COLLECTIONS

Resources:		
Balance Brought Forward, July 1, 1922		$ 3,371.32
Receipts Collected During the Year		4,941.98
		$ 8,313.30
Expenditures:		
For Salaries	$ 5,420.42	
For Equipment, Furniture and Apparatus	444.13	
For Heat, Light and Water	929.50	
For Postage, Stationery and Office Expense	276.11	
For Advertising and Printing	78.59	
For Buildings and Repairs	317.92	
For Traveling Expenses	58.59	
For Freight and Express	439.88	
For Feed Stuffs	3.00	
For Books and Publications	63.88	
For All Other Purposes	315.95	
		$ 8,313.30

BUILDING FUND

Resources:		
Balance Brought Forward July 1, 1922		$ 314.41
Received Balance Due on Appropriation made by Trustees of the Julius Rosenwald Fund		400.00
Received Balance Due on Appropriation made by the General Education Board		696.59
		$ 1,411.00
Expenditures:		
For Equipment, Furniture and Apparatus	$ 1,160.26	
For Repairs on Buildings	250.74	
		$ 1,411.00

HOSPITAL FUND—RECEIPTS FROM HOSPITAL

Resources:		
Receipts Collected During the Year		$ 1,432.65
Expenditures:		
For Salaries	$ 311.05	
For Equipment, Furniture and Apparatus	304.43	
For Heat, Light and Water	100.43	
For Postage, Stationery and Office Expense	23.81	
For Advertising and Printing	21.50	
For Drugs	253.24	
For Freight and Express	5.76	
For Groceries	412.43	
		$ 1,432.65

SUMMARY OF RECEIPTS AND DISBURSEMENTS OF THE FLORIDA AGRICULTURAL AND MECHANICAL COLLEGE FOR NEGROES

Name of the Fund	Receipts	Disbursements
Current Expense Fund—State Appropriation	$14,063.17	$14,063.17
Morrill Fund—Federal Appropriation	25,072.67	25,072.67
Incidental Fund—Sundry Collections	8,313.30	8,313.30
Building Fund	1,411.00	1,411.00
Hospital Fund—Receipts from Hospital	1,432.65	1,432.65
Total Receipts and Disbursements	$50,292.79	$50,292.79

BOARD OF CONTROL

Resources:		
Balance, Legislative Appropriation of 1921, brought Forward July 1, 1922		$ 4,790.12
Expenditures:		
For Salary of Board's Secretary	$ 1,300.00	
For Office Furniture and Fixtures	353.35	
For Postage, Stationery and Office Expenses	395.81	
For Printing the Biennial Report of the Board	902.60	
For Traveling Expenses	1,838.36	
		$ 4,790.12

Tallahassee, Fla., Aug. 1, 1924.

To the State Board of Control:

Gentlemen:

The following report of the receipts and disbursements of the funds for the several institutions under the management of the Board for the Scholastic year beginning on the First day of July, 1923, and ending June 30, 1924, is herewith respectfully submitted:

J. T. DIAMOND,
Secretary Board of Control.

SUMMARY OF RECEIPTS AND DISBURSEMENTS FOR THE YEAR BEGINNING JULY 1, 1923, AND ENDING JUNE 30, 1924

Total Receipts:

University of Florida	$582,427.90	
Florida State College for Women	498,802.99	
Florida A. and M. College for Negroes	144,092.64	
(Total for higher learning)		$1,225,323.53
Agricultural Experiment Station	$159,585.06	
Agricultural Extension Division	127,446.97	
Florida School for the Deaf and the Blind	150,775.71	
		$ 437,807.74
Total Receipts		$1,663,131.27

Total Disbursements:

University of Florida	$480,686.53	
Florida State College for Women	407,961.39	
Florida A. and M. College for Negroes	77,754.13	
(Total for Higher Learning)		$ 966,402.05
Agricultural Experiment Station	$133,223.75	
Agricultural Extension Division	127,446.64	
Florida School for the Deaf and the Blind	124,970.46	
		$ 385,640.85
Total Disbursements		$1,352,042.90
Unexpended Balance on July 1, 1924		$ 311,088.37

UNIVERSITY OF FLORIDA

SALARIES, EQUIPMENT AND OPERATING EXPENSES

Resources:		
Legislative Appropriation, 1923		$ 258,708.65
Expenditures:		
Salaries of Teachers and Office Employees	$164,001.79	
For Labor	20,607.00	
For Equipment, Furniture and Apparatus	41,185.71	
For Heat, Light and Water	2,220.75	
For Postage, Stationery and Office Expense	2,490.24	
For Advertising and Printing	5,699.77	
For Buildings and Repairs	10,463.51	
For Traveling Expenses	2,231.98	
For Freight and Express	3,840.24	
For Feed Stuffs	1,589.38	
For Books and Publications	4,176.28	
For All Other Purposes	202.00	
		$ 258,708.65

INCIDENTAL FUND

Resources:		
Balance Brought Forward July 1, 1923		$ 4,471.80
Received During the Year		39,352.46
		$ 43,824.26
Expenditures:		
For Salaries of Teachers and Office Employees	$ 20,439.98	
For Labor	6,011.90	
For Equipment, Furniture and Apparatus	4,816.02	
For Heat, Light and Water	615.36	
For Postage, Stationery and Office Expense	676.48	
For Advertising and Printing	789.58	
For Buildings and Repairs	3,416.20	
For Traveling Expenses	323.37	
For Freight and Express	360.84	
For Feed Stuffs	269.75	
For Books and Publications	930.94	
For All Other Purposes	100.00	
		$ 38,750.42
Balance Unexpended July 1, 1924		$ 5,073.84

MORRILL FUND

Resources:	
Check from Federal Government	$ 25,000.00
Expenditures:	
For Salaries of Teachers	$ 25,000.00

AGRICULTURAL COLLEGE FUND

Resources:	
Received Interest on Bonds	$ 8,376.98
Expenditures:	
For Salaries of Teachers	$ 8,376.98

SEMINARY INTEREST FUND

Resources:	
Received Interest on Bonds	$ 2,172.96
Expenditures:	
For Salaries of Teachers	$ 2,171.50
Balance Unexpended on July 1, 1924	$ 1.46

FIRE PROTECTION

Resources:	
Legislative Appropriation, 1923	$ 6,250.00
Expenditures:	
For the extension of Water Mains on the Campus	$ 6,112.13
Balance Unexpended on July 1, 1924	$ 137.87

BUILDING FUND

Resources:	
Legislative Appropriation, 1923	$ 200,000.00

Expenditures:

For the completion of Auditorium Unit of Administration Building	$ 64,349.00	
For the erection of a Library Building	37,032.01	
For Equipment for Auditorium	3,000.00	
		$ 104,381.01
Balance Unexpended on July 1, 1924		$ 95,618.99

GENERAL EXTENSION DIVISION

Resources:

Legislative Appropriation, 1923		$ 30,000.00

Expenditures:

For Salaries of Director and Instructors	$ 20,926.15	
For Labor	317.40	
For Equipment, Furniture and Apparatus	2,374.54	
For Heat, Light and Water	13.68	
For Postage, Stationery and Office Expenses	2,931.02	
For Advertising and Printing	1,868.69	
For Traveling Expenses	610.03	
For Freight and Express	16.95	
Correspondence Study Courses	213.00	
For Books and Publications	728.54	
		$ 30,000.00

GENERAL EXTENSION DIVISION—INCIDENTAL FUND

Resources:

Balance Brought Forward July 1, 1923		$ 1,815.55
Received Collections During the Year		6,279.50
		$ 8,095.05

Expenditures:

For Salaries of Instructors	$ 1,138.17	
For Labor	879.88	
For Equipment, Furniture and Office Expenses	2,125.60	
For Heat, Light and Water	67.55	
For Postage, Stationery and Office Supplies	789.81	
For Advertising and Printing	485.44	
For Building and Repairs	222.25	
For Traveling Expenses	327.61	

For Freight and Express	313.66	
For Films	67.76	
For Books and Publications	259.93	
For All Other Purposes	508.18	
		$ 7,185.84
Balance Unexpended on July 1, 1924		$ 909.21

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCES IN THE DIFFERENT FUNDS OF THE UNIVERSITY

Name of the Fund	Receipts	Disbursements	Balances
Salaries, Equipment and Operating Expenses	$258,708.65	$258,708.65	
Incidental Fund	43,824.26	38,750.42	$ 5,073.84
Morrill Fund	25,000.00	25,000.00	
Agricultural College Fund	8,376.98	8,376.98	
Seminary Interest Fund	2,172.96	2,171.50	1.46
Fire Protection	6,250.00	6,112.13	137.87
Building Fund	200,000.00	104,381.01	95,618.99
General Extension Division	30,000.00	30,000.00	
General Extension Division, Incidental Fund	8,095.05	7,185.84	909.21
Totals	$582,427.90	$480,686.53	$101,741.37

AGRICULTURAL EXPERIMENT STATION

MAIN STATION, GAINESVILLE

Resources:

Legislative Appropriation, 1923	$ 55,000.00

Expenditures:

For Salaries of Scientific Agricultural Workers and Office Employees	$ 17,720.56
For Labor	8,518.43
For Equipment, Furniture and Apparatus	9,699.77
For Heat, Light and Water	617.92
For Advertising and Printing	4,415.10
For Buildings and Repairs	1,406.79
For Traveling Expenses	4,828.92
For Freight and Express	802.66
For Feed Stuffs	965.63
For Books and Publications	2,069.10

For Postage, Stationery and Office Expense......	1,493.27	
For All Other Purposes..........................	405.45	
		$ 52,943.60
Balance Unexpended on July 1, 1924..........		$ 2,056.40

ADAMS FUND

Resources:		
Received Check from Federal Government........		$ 15,000.00
Expenditures:		
For Salaries of Scientific Agricultural Workers....		$ 15,000.00

HATCH FUND

Rseources:		
Balance Brought Forward July 1, 1923............		$ .01
Received Check from the Federal Government....		15,000.00
		$ 15,000.01
Expenditures:		
For Salaries of Scientific Agricultural Workers and Office Employees..............................		$ 15,000.00
Balance Unexpended on July 1, 1924.........		$ 01

CITRUS EXPERIMENT STATION

Resources:		
Legislative Appropriation, 1923..................		$ 10,000.00
Expenditures:		
For Salary of Superintendent....................$	2,400.00	
For Labor.......................................	3,085.65	
For Equipment, Furniture and Apparatus........	2,571.41	
For Postage, Stationery and Office Expenses......	17.40	
For Advertising and Printing....................	52.93	
For Buildings and Repairs........................	1,352.51	
For Traveling Expenses..........................	111.92	
For Freight and Express.........................	26.86	

For Feed Stuffs	299.82	
For Books and Publications	6.50	
For All Other Purposes	75.00	
		$ 10,000.00

TOBACCO EXPERIMENT STATION

Resources:		
Legislative Appropriation, 1923		$ 13,500.00
Expenditures:		
For Salaries of Superintendent and his Assistant	$ 4,307.17	
For Labor	2,855.37	
For Equipment, Furniture and Apparatus	1,367.97	
For Heat, Light and Water	1,867.45	
For Postage, Stationery and Office Expense	126.41	
For Advertising and Printing	107.85	
For Buildings and Repairs	2,169.42	
For Traveling Expenses	324.95	
For Freight and Express	244.36	
For Feed Stuffs	111.33	
For Books and Publications	17.72	
		$ 13,500.00

EVERGLADES EXPERIMENT STATION

Resources:		
Balance Brought Forward July 1, 1923, Legislative Appropriation, General Revenue Fund		$ 19,965.51
Appropriation from General Revenue Available July 1, 1923		5,000.00
		$ 24,965.51
Expenditures:		
For Salaries of Superintendent and Grass Specialist	$ 1,291.66	
For Labor	3,465.25	
For Equipment, Furniture and Apparatus	4,055.56	
For Postage, Stationery and Office Supplies	169.07	
For Advertising and Printing	9.06	
For Buildings and Repairs	2,919.50	

For Traveling Expenses	578.23	
For Freight and Express	120.08	
For Books and Publications	18.30	
		$ 12,626.71
Balance Unexpended July 1, 1924		$ 12,338.80

NUT BEARING INDUSTRY

Resources:		
Legislative Appropriation, 1923		$ 7,500.00
Expenditures:		
For Salaries of Field Workers in the Investitgation of the Diseases of Pecan and Other Nut Bearing Trees	$ 3,061.33	
For Labor	78.95	
For Equipment, Furniture and Apparatus	972.78	
For Heat, Light and Water	20.25	
For Postage, Stationery and Office Expense	5.79	
For Advertising and Printing	35.74	
For Buildings and Repairs	248.75	
For Traveling Expenses	582.67	
For Freight and Express	82.33	
For Books and Publications	137.09	
		$ 5,225.68
Balance Unexpended July 1, 1924		$ 2,274.32

MAIN EXPERIMENT STATION—INCIDENTAL FUND

Resources:		
Balance Brought Forward July 1, 1923		$ 351.67
Received Collections Farm Sales During the Year		9,377.61
		$ 9,729.28
Expenditures:		
For Labor	$ 542.59	
For Equipment, Furniture and Apparatus	794.11	
For Heat, Light and Water	6.48	
For Postage, Stationery and Office Expense	16.42	
For Advertising and Printing	17.24	
For Buildings and Repairs	74.55	
For Traveling Expenses	31.40	

For Freight and Express........................	201.38	
For Feed Stuffs..................................	7,029.71	
For All Other Purposes..........................	213.88	
		$ 8,927.76
Balance Unexpended July 1, 1924............		$ 801.52

TOBACCO EXPERIMENT STATION—INCIDENTAL FUND

Resources:	
Balance Brought Forward July 1, 1923............	$ 200.00
Expenditures During the Year, none.	
Balance Brought Forward July 1, 1924............	$ 200.00

EVERGLADES EXPERIMENT STATION—INCIDENTAL FUND

Resources:	
Received Warrant No. 33,001 Transfering Unexpended Balance of the $25,000.00 Appropriated by the Legislature from the Everglades Drainage Bond Funds for the amount of...............	$ 8,690.26
Expenditures: None.	
Unexpended Balance on July 1, 1924........	$ 8,690.26

(Note.—$16,909.74 of the $25,000.00 available was spent by the Board of Commissioners of The Everglades Drainage District for Buildings at the Station and the balance of $8,690.26 turned over to the Board of Control to be used at the Station in carrying on experimental work.)

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCES IN THE DIFFERENT FUNDS OF THE AGRICULTURAL EXPERIMENT STATION

Name of the Fund	Receipts	Disbursements	Balances
Main Station, Gainesville........	$ 55,000.00	$ 52,943.60	$ 2,056.40
Adams Fund....................	15,000.00	15,000.00	
Hatch Fund....................	15,000.01	15,000.00	.01
Citrus, Experiment Station.......	10,000.00	10,000.00	
Tobacco Station................	13,500.00	13,500.00	

Everglades Station	24,965.51	12,626.71	12,338.80
Nut Bearing Industry	7,500.00	5,225.68	2,274.32
Main Station Incidental Fund, Farm Sales	9,729.28	8,927.76	801.52
Tobacco Station, Incidental Fund.	200.00		200.00
Everglades Station, Incidental Fund	8,690.26		8,690.26
Totals	$159,585,06	$133,223.75	$26,361.31

AGRICULTURAL EXTENSION DIVISION

SMITH-LEVER—STATE FUND

Resources:		
Legislative Appropriation, 1923		$ 48,872.25
Expenditures:		
For Salaries of Extension Workers and Office Employees	$ 35,474.83	
For Labor	118.00	
For Equipment, Furniture and Apparatus	949.19	
For Postage, Stationery and Office Supplies	850.98	
For Advertising and Printing	520.34	
For Traveling Expenses	10,911.00	
For Freight and Express	47.91	
		$ 48,872.25

SMITH-LEVER—FEDERAL FUND

Resources:		
Balance Brought Forward July 1, 1923		$ 18.02
Received Check from the Federal Government		58,854.23
Interest Paid by the State Treasurer		563.10
		$ 59,435.35
Expenditures:		
For Salaries of Extension Workers and Office Employees	$ 36,832.05	
For Labor	118.28	
For Equipment, Furniture and Apparatus	1,926.00	
For Heat, Light and Water	61.68	
For Postage, Stationery and Office Supplies	1,484.44	
For Advertising and Printing	4,408.79	
For Traveling Expenses	14,190.64	

For Freight and Express	161.79	
For Feed Stuffs	200.15	
For Books and Publications	51.20	
		$ 59,435.02
Balance Unexpended on July 1, 1924		$ .33

LEVER—SUPPLEMENTAL—FEDERAL FUND

Resources:

Balance Brought Forward, July 1, 1923		$ .87
Received Check from Federal Government		15,496.08
Received Interest Paid by the State Treasurer		142.42
		$ 15,639.37

Expenditures:

For Salary of Extension Workers	$ 15,371.95	
For Labor	3.70	
For Equipment, Furniture and Apparatus	133.95	
For Office Expense	.54	
For Advertising and Printing	5.10	
For Traveling Expenses	124.13	
		$ 15,639.37

CITRUS SEMINAR

Resources:

Legislative Appropriation, 1923		$ 250.00

Expenditures:

For Salaries	$ 25.00	
For Equipment, Furniture and Apparatus	13.43	
For Heat, Light and Water	16.00	
For Postage, Stationery and Office Expense	33.78	
For Traveling Expenses	87.49	
For Freight and Express	2.60	
For All Other Purposes	71.70	
		$ 250.00

LIVE STOCK ROUND UP

Resources:		
Legislative Appropriation, 1923		$ 250.00
Expenditures:		
For Salaries	$ 142.50	
For Labor	7.00	
For Equipment, Furniture and Apparatus	11.78	
For Buildings	7.50	
For Traveling Expenses	79.24	
For Freight and Express	1.98	
		$ 250.00

FARMERS' WEEK

Resources:		
Legislative Appropriation, 1923		$ 1,000.00
Expenditures:		
For Salaries	$ 141.00	
For Labor	54.10	
For Equipment, Furniture and Apparatus	180.05	
For Postage, Stationery and Office Expense	120.84	
For Advertising and Printing	431.15	
For Traveling Expenses	43.37	
For Freight and Express	29.49	
		$ 1,000.00

EXHIBITS AT FAIRS

Resources:		
Legislative Appropriation, 1923		$ 2,000.00
Expenditures:		
For Labor	$ 48.00	
For Equipment, Furniture and Apparatus	792.38	
For Advertising and Printing	79.25	
For Buildings and Repairs	957.53	
For Traveling Expenses	120.01	
For Freight and Express	2.83	
		$ 2,000.00

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCES IN THE DIFFERENT FUNDS OF THE AGRICULTURAL EXTENSION DIVISION

Name of the Fund	Receipts	Disbursements	Balances
Smith-Lever, State Fund........	$ 48,872.25	$ 48,872.25	
Smith-Lever, Federal Fund.......	59,435.35	59,435.02	$ .33
Lever, Supplemental Fund........	15,639.37	15,639.37	
Citrus Seminar..................	250.00	250.00	
Live Stock Round Up............	250.00	250.00	
Farmers' Week..................	1,000.00	1,000.00	
Exhibits at Fairs...............	2,000.00	2,000.00	
Totals.......................	$127,446.97	$127,446.64	$ .33

FLORIDA STATE COLLEGE FOR WOMEN

SALARIES, EQUIPMENT AND OPERATING EXPENSES

Resources:		
Legislative Appropriation, 1923..................		$ 183,826.50
Expenditures:		
For Salaries of Teachers and Office Employees....	$129,701.05	
For Labor......................................	11,639.36	
For Equipment, Furniture and Apparatus........	13,675.48	
For Heat, Light and Water......................	4,290.10	
For Postage, Stationery and Office Expense......	2,444.57	
For Advertising and Printing...................	1,019.77	
For Buildings and Repairs......................	8,771.63	
For Traveling Expenses.........................	810.81	
For Freight and Express........................	312.95	
For Books and Publications.....................	4,588.81	
For All Other Purposes.........................	203.00	
		$ 177,457.53
Balance Unexpended on July 1, 1924.........		$ 6,168.97

INCIDENTAL FUND

Resources:	
Balance Brought Forward July 1, 1923............	$ 17,221.71
Receipts—Collections During the Year...........	49,386.73
	$ 66,608.44

Expenditures:

For Salaries of Teachers and Office Employees....	$ 38,948.72	
For Labor..	1,423.24	
For Equipment, Furniture and Apparatus........	3,967.98	
For Postage, Stationery and Office Expense......	217.07	
For Buildings and Repairs.......................	571.82	
For Freight and Express........................	14.88	
		$ 45,143.71
Balance Unexpended on July 1, 1924..........		$ 21,464.73

SEMINARY INTEREST FUND

Resources:

Balance Brought Forward July 1, 1923............		$ 10.10
Received Interest During the Year..............		2,172.95
		$ 2,183,05

Expenditures:

For Salaries Teachers and Office Employes.......	$ 37.83	
For Equipment, Furniture and Apparatus........	207.39	
For Heat, Light and Water.......................	496.49	
For Postage, Stationery and Office Expense......	56.26	
For Advertising and Printing....................	1,134.78	
For Books and Publications......................	247.16	
		$ 2,179.91
Unexpended Balance on July 1, 1924..........		$ 3.14

BUILDING FUND

Resources:

Legslative Appropriation, 1923....................		$ 235,875.00

Expenditures:

For the erection of addition to Jennie Murphree Hall..	$ 53,610.00	
For the erection of addition to Auditorium and Changes in Offices............................	35,650.00	
For the erection of Library Building.............	54,100.00	
For the installation of Lights on Campus..........	2,566.22	
For the erection of Gates on Drive Ways........	4,163.68	
For putting Roof on Science Hall, addition to Dormitory, addition to Dining Room and repairs to Roof on Bryan Hall.......................	8,354.95	

For repairs to Buildings and Fixtures............	4,054.35	
For Water Mains on Campus....................	524.82	
For the purchase of Land........................	6,775.00	
For Walks and Campus Improvement............	186.98	
For the erection of Arcade between Dormitories..	3,244.24	
		$ 173,230.24
Unexpended Balance on July 1, 1924..........		$ 62,644.76

HOME ECONOMICS EXTENSION

Resources:		
Legislative Appropriation, 1923..................		$ 8,750.00
Expenditures:		
For Salaries of Extension Workers and Office Employees.....................................	$ 2,432.30	
For Labor..	292.37	
For Equipment, Furniture and Apparatus........	930.31	
For Postage, Stationery and Office Expense......	1,022.75	
For Advertising and Printing....................	2,870.68	
For Traveling Expenses..........................	1,039.44	
For Freight and Express.........................	103.25	
For Books and Publications......................	57.93	
For All Other Purposes..........................	.97	
		$ 8,750.00

THE JAMES D. WESCOTT ESTATE

Resources:	
Balance Brought Forward July 1, 1923............	$ 260.00
Received from the Estate........................	1,500.00
	$ 1,760.00
Expenditures:	
For Salaries of Teachers in Demonstration School	$ 1,200.00
Balance Unexpended on July 1, 1924..........	$ 560.00

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCES IN THE DIFFERENT FUNDS OF THE FLORIDA STATE COLLEGE FOR WOMEN

Name of the Fund	Receipts	Disbursements	Balances
Salaries, Equipment and Operating Expenses	$183,626.50	$177,457.53	$ 6,168.97
Incidental Fund	66,608.44	45,143.71	21,464.73
Seminary Interest Fund	2,183.05	2,179.91	3.14
Building Fund	235,875.00	173,230.24	62,644.76
Home Economics Extension	8,750.00	8,750.00	
James D. Wescott Estate	1,760.00	1,200.00	560.00
Totals	$498,802.99	$407,961.39	$90,841.60

THE FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

SALARIES, EQUIPMENT AND OPERATING EXPENSES

Resources:		
Legislative Appropriation, 1923		$ 87,450.00
Expenditures:		
For Salaries of Teachers	$ 36,063.61	
For Labor	8,401.34	
For Equipment, Furniture and Apparatus	11,428.66	
For Heat, Light and Water	3,973.26	
For Postage, Stationery and Office Expense	299.16	
For Advertising and Printing	244.29	
For Buildings and Repairs	6,466.50	
For Traveling Expenses	1,600.98	
For Freight and Express	1,439.43	
For Feed and Groceries	16,565.60	
For Books and Publications	150.07	
For All Other Purposes	817.10	
		$ 87,450.00

BUILDING FUND

Resources:		
Legislative Appropriation, 1923		$ 60,000.00
Expenditures:		
For Heating Plant	$ 13,205.64	
For Cottage and Equipment	18,623.60	
For Athletics	258.45	

For Fire Protection	2,828.49	
For Repairs and Campus Improvement	1,107.00	
For Books and Publications	450.00	
		$ 36,473.18
Unexpended Balance on July 1, 1924		$ 23,526.82

INCIDENTAL FUND

Resources:	
Balance Brought Forward July 1, 1923	$ 1,740.15
Receipts Collected During the Year	1,585.56
	$ 3,325.71
Expenditures:	
For Buildings and Repairs	$ 1,047.28
Unexpended Balance on July 1, 1924	$ 2,278.43

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCES IN THE DIFFERENT FUNDS OF THE FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

Name of the Fund	Receipts	Disbursements	Balances
Salaries, Equipment and Operating Expenses	$ 87,450.00	$ 87,450.00	
Building Fund	60,000.00	36,473.18	$23,526.82
Incidental Fund	3,325.71	1,047.28	2,278.43
Totals	$150,775.71	$124,970.46	$25,805.25

THE FLORIDA AGRICULTURAL AND MECHANICAL COLLEGE FOR NEGROES

FUND FOR SALARIES, EQUIPMENT AND OPERATING EXPENSES

Resources:		
State Appropriation, 1923		$ 29,975.23
Expenditures:		
For Salaries of Teachers and Office Employees	$ 11,217.90	
For Labor	6,835.26	
For Equipment, Furniture and Apparatus	4,571.83	
For Heat, Light and Water	3,355.38	
For Postage, Stationery and Office Expense	614.28	

For Advertising and Printing	199.81	
For Buildings and Repairs	1,111.62	
For Traveling Expenses	255.82	
For Freight and Express	385.12	
For Feed Stuffs	1,062.70	
For Books and Publications	56.25	
For All Other Purposes	309.25	
		$ 29,975.23

MORRILL FUND

Resources:		
Received Check from Federal Government		$ 25,000.00
Expenditures:		
For Salaries of Teachers and Office Employees	$ 19,680.00	
For Labor	244.55	
For Equipment, Furniture and Apparatus	3,877.07	
For Heat, Light and Water	330.20	
For Postage, Stationery and Office Expense	66.21	
For Buildings and Repairs	104.13	
For Freight and Express	26.35	
For Feed Stuffs	332.70	
For Books and Publications	308.61	
For All Other Purposes	30.18	
		$ 25,000.00

FOR BUILDINGS

Resources:		
Legislative Appropriation, 1923		$ 38,000.00
Expendtures:		
For Kitchen and Dining Room	$ 4,500.00	
For Equipment, Furniture and Apparatus	4,765.00	
For Advertising for Bids on Buildings	32.34	
For General Repairs	1,546.13	
For Repairs to Special Buildings	5,299.27	
		$ 16,142.74
Unexpended Balance on July 1, 1924		$ 21,857.26

INCIDENTAL FUND

Resources:			
Receipts Collected During the Year		$	2,952.77
Expenditures:			
For Labor	$ 648.84		
For Equipment, Furniture and Apparatus	547.48		
For Postage, Stationery and Office Expense	353.37		
For Advertising and Printing	213.85		
For Buildings and Repairs	51.00		
For Traveling Expenses	214.29		
For Freight and Express	90.00		
For Books and Publications	41.92		
For All Other Purposes	347.72		
		$	2,508.47
Balance Unexpended July 1, 1924		$	444.30

HOSPITAL FUND

Resources:			
Receipts Collected During the Year		$	1,286.90
Expenditures:			
For Salaries	$ 18.00		
For Labor	155.96		
For Equipment, Furniture and Apparatus	130.47		
For Heat, Light and Water	457.56		
For Postage, Stationery and Office Expense	15.50		
For Freight and Express	1.24		
For Groceries	504.24		
For Books and Publications	3.00		
		$	1,285.97
Balance Unexpended July 1, 1924		$	.93

FIRE INSURANCE FUND—BUILDINGS

Resources:		
Received Insurance on Duval Hall	$	6,000.00
Received Insurance on Gibbs Hall		15,000.00
Received Insurance on Mechanic Arts Building		16,500.00
Received Insurance, Fire Damage to Auditorium		800.00
Received Insurance, Fire Damage to Laundry Building		125.00
	$	38,425.00

Expenditures:

For Repairs to Auditorium	$ 800.00	
Repairs to Laundry Building	125.00	
For erection of Science Hall	450.00	
For erection of Mechanic Arts Building	550.00	
		$ 1,925.00
Balance Unexpended July 1, 1924		$ 36,500.00

FIRE INSURANCE FUND—EQUIPMENT

Resources:

Received Insurance on Equipment in Duval Hall	$ 2,250.00
Received Insurance on Equipment in Gibbs Hall	1,700.00
Received Insurance on Equipment in Mechanic Arts Building	4,502.74
	$ 8,452.74

Expenditures:

For Equipment for Kitchen and Dining Room	$ 916.72
Balance Unexpended on July 1, 1924	$ 10,283.28

SUMMARY OF RECEIPTS AND DISBURSEMENTS OF THE FLORIDA AGRICULTURAL AND MECHANICAL COLLEGE FOR NEGROES

Name of the Fund	Receipts	Disbursements	Balances
Salaries, Equipment and Operating Expenses	$ 29,975.23	$ 29,975.23	
Morrill Fund	25,000.00	25,000.00	
For Buildings	38,000.00	16,142.74	$21,857.26
Incidental Fund	2,952.77	2,508.47	444.30
Hospital Fund	1,286.90	1,285.97	.93
Fire Insurance—Buildings	38,425.00	1,925.00	36,500.00
Fire Insurance—Equipment	8,452.74	916.72	7,536.02
Totals	$144,092.64	$ 77,754.13	$66,338.51

BOARD OF CONTROL

Resources:

Legislative Appropriation, 1923	$ 3,400.00

Expenditures:

For Salary of Board's Secretary	$ 1,300.00	
For Office Furniture and Fixtures	156.27	
For Postage, Stationery and Office Expense	845.19	
For Traveling Expenses	1,098.54	
		$ 3,400.00

STATE OF FLORIDA
DEPARTMENT OF PUBLIC INSTRUCTION
TALLAHASSEE

W. S. CAWTHON, SUPERINTENDENT

January 9, 1925.

Hon. J. T. Diamond,
Secretary Board of Control,
Capitol.

My Dear Sir:

In compliance with Section 641 of the Revised General Statutes, I hereby make request of the Board of Control to include in its budget for higher education, a summer school appropriation of $20,000.00 per year for the year, 1925 and 1926, a total of $40,000.00.

Budgets for the amounts requested for the summer schools at the University of Florida, the Florida State College for Women, and the Florida Agricultural and Mechanical College for Negroes are attached hereto.

Yours very truly,

W. S. CAWTHON,
State Superintendent.

REPORT

OF THE

President of the University of Florida

TO THE

BOARD OF CONTROL

FOR THE

Biennium Ending
June 30, 1924

BOARD OF CONTROL

P. K. Yonge, *Chairman*	Pensacola
E. L. Wartmann	Citra
J. C. Cooper, Jr.	Jacksonville
W. B. Davis	Perry
General A. H. Blanding	Bartow
J. T. Diamond	Secretary to the Board

STATE BOARD OF EDUCATION

Cary A. Hardee, *Chairman*	*Governor*
H. Clay Crawford	*Secretary of State*
J. C. Luning	*State Treasurer*
Rivers H. Buford	*Attorney-General*
W. S. Cawthon, *Secretary*	*State Superintendent of Public Instruction*

UNIVERSITY COUNCIL

Albert A. Murphree, LL.D.	*President of the University*
Jas. M. Farr, Ph.D.	*Vice-President of the University*
Jas. N. Anderson, Ph.D.	*Dean of the College of Arts and Sciences*
Wilmon Newell, D.Sc.	*Dean of the College of Agriculture*
J. R. Benton, Ph.D.	*Dean of the College of Engineering*
Harry R. Trusler, LL.B.	*Dean of the College of Law*
Jas. W. Norman, Ph.D.	*Dean of the Teachers College*

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PRESIDENT'S REPORT OF THE UNIVERSITY OF FLORIDA

July 1, 1922—June 30, 1924

To the Chairman and Members of the Board of Control:

I have the honor to present this report of the University of Florida for the biennial period from July 1st, 1922, to June 30th, 1924; and the reports for this biennium of the various administrative officers of the University. These reports deal almost exclusively with the financial demands of the University. The problems presented are based upon the need of more teachers, more buildings and more equipment. The financial problem is so outstanding and urgent that no attempt is made to deal with other administrative problems, or with definite educational policies of the Institution.

It may be said in the outset, without exaggeration or undue expression of pride, that the past two years have been the best years in the history of the State University. The increase in student enrollment, the state-wide interest, the state-wide service, and the achievements in all lines of University activity, in the face of most discouraging obstacles, combine to make this the most impressive and the most important biennial period of the University of Florida.

A. LEGAL STATUS

To understand and appreciate the state's relation and the state's obligation to this educational enterprise, it is necessary to refer to the Constitutional and statutory provisions for the establishment and conduct and support of public education. Article XII, Section 6, of the Constitution of Florida is this: "The Legislature shall provide for a uniform system of public, free schools, and shall provide for the liberal maintenance of the same." In the interpretation of this section of Article XII, the Supreme Court has held that the term **"public school is a comprehensive one, and it should not be narrowed or restricted in meaning."** The institutions of higher learning are legally embraced in the public free school system of Florida. This has been so declared by the Supreme Court in the case of State vs. Bryan, Volume 50 of the Florida Supreme Court Reports, page 293. In that case it was held that "the institutions, incorporated by Chapter 5384, Acts of 1905, constitute a part of the public free schools in the constitutional provision of a system of free schools of the state."

With this constitutional back-ground the statutes place these institutions under a Board of Control, consisting of five citizens—one from West Florida, one from Middle Florida, one from Middle South Florida, one from South Florida, and one from East Florida—who shall be residents and citizens thereof, no one to be appointed from a county in which one of the institutions of higher learning is located.

The statutes further provide "that said Board, except as herein provided, shall act in conjunction with, but at all times under and subject to, the control and supervision of the State Board of Education."

Now, the duties of the State Board of Education are broad and inclusive. This Board has the supervision over the safe-keeping and expenditures of all educational funds of the state, and is required to "keep in view the establishment of schools on a broad and liberal basis, the object of which shall be to impart instruction to youth in the profession of teaching, in the knowledge of science, the theory and practice of agriculture, horticulture, mining, engineering and mechanic arts, in the ancient and modern languages, in the higher range of mathematics, literature, and in the useful and ornamental branches not taught in the common schools, and shall cooperate with the State Superintendent of Public Instruction in the management of the Department, and in the general diffusion of knowledge in the state."

Such are the powers and duties of the State Board of Education, under which the Board of Control of the higher institutions of learning performs its functions. It is a wise provision of the statutes which imposes the delegation of certain powers of the State Board of Education to the State Board of Control. It is a physical impossibility for the State Board of Education, composed of state officials engaged with the multitude of details, problems and responsibilities of their respective offices, to give time required for effective management and careful supervision of these institutions with their hundreds of employees, their thousands of students, involving the necessary expenditure of large sums of state and federal funds.

The Board of Control, appointed by the Governor, has always been composed of high-minded citizens who have given freely of their time, without any remuneration whatsoever for their services, save the reward that comes from the sense of useful and unselfish service to the youth of the state. Under the careful management and wise leadership of the Board of Control the institutions of higher learning have become firmly established in the confidence of the people. Under this Board the citizens of Florida know that the function of these institutions is purely and solely educational; that they are neither political nor partisan, neither sectional nor sectarian; that their business, under the State Boards, is to furnish appropriate and ample educational facilities for the entire citizenship of the state. They are the higher high schools of the state and, as such, stand at the head of the educational system of the state. They are legally and logically related to all other elements of the system, whether they be the high schools, graded city or ungraded country schools. They are organic parts of one and the same educational body.

B. ORGANIZATION

How is the University undertaking to meet its implied contract to the State? The accompanying reports of the deans and directors will answer that question.

From these reports it will be seen that the University carries on its work in three distinct domains of service: (1) teaching; (2) research or investigation; (3) and direct service to the people thru extension, or carrying the work of the University to the people. While there is a small overlapping of these three divisions of University activities, each domain has its own organization and operates on its own separate income and budget. It would be manifestly untruthful, therefore, to charge the entire income of the University to the expense of teaching fourteen hundred young men, or to the expense of any other activity in the other two fields of University endeavor. This important distinction is often overlooked in appraising the work of the University.

The size and complexity of the University call for an organization of its administrative machinery. A large educational enterprise, like any big business, calls for a carefully planned organization if it is to function effectively and wisely. Under organization, the work of resident instruction is first mentioned. Under this division fall:

I. Work of Instruction

1. **College of Arts and Sciences.** Students here obtain four years of liberal training in the sciences, economics, history, languages and literature, mathematics, philosophy, political science and government, psychology, sociology, business administration. The general education here obtained serves as a foundation for the professions of law, medicine, journalism, theology, teaching and commerce.

2. **Agricultural College.** In this College students learn the science and art involved in vocational and professional agriculture. They are taught to utilize scientific knowledge in agricultural practice. They are trained as teachers of agriculture, as research workers, as farm demonstration agents or extension workers.

3. **College of Engineering.** Here young men are trained for the profession of engineering, and are offered choice of courses in civil, chemical, electrical and mechanical engineering. The engineer has a large, constructive service to render in the development of Florida's natural resources. This College is training Florida young men for constructive thinking along lines of engineering practice, and is seeking to inspire them to realize the opportunities that lie before the well-trained engineer in such service.

4. **College of Law.** This College promotes legal education in the state. It has a standard, three-year course, based on accepted standards for admission. Many of its graduates have taken places among the leaders of the younger members of the bar and not a few are now occupying places on the bench of the state.

5. **Teachers College.** This College prepares teachers for graded schools and high schools, and trains principals, educational supervisors and school administrators. Such training is more liberal and valuable where it is given, as it is here, under University atmosphere, where aca-

demic breadth and scholarship are emphasized and encouraged. This College is doing much towards the advancement of better schools and better trained teachers in Florida. During the regular session and the summer school more than a thousand teachers receive instruction here annually.

6. **School of Pharmacy.** This school was established in the fall of 1923. It is now under the supervision of the College of Arts and Sciences and is mentioned in the report of the Dean of that College. It is desirable that this School be organized as a separate college and authorized to give suitable degrees in three and four-year courses for pharmacists or pharmaceutical chemists. The attendance, the faculty required, and the grade of work to be done will justify a separate college organization for this work in the University.

It was a forward-looking move of the State Pharmaceutical Association which undertook, nearly ten years ago, an effort to have a department of pharmacy established at the University. This effort persisted until it was crowned with success thru an act of the Legislature of 1923. Forty-five students matriculated in the first-year class in the fall of '23, which shows that the state was ready and waiting for this work at the University.

Cities and towns and villages of the state are demanding more adequate pharmaceutical service. Towns and villages are springing up everywhere in this rapidly growing state, and among their first needs is a properly equipped pharmacy. Well-trained pharmacists are necessary to the health, comfort and convenience of the citizens of the state. The School will meet a clearly defined demand and now offers training in a useful and worthy profession for young men.

7. **Graduate School.** This School consists of the organization of the advanced courses of all the colleges of the University to furnish opportunity for qualified graduate students to pursue advanced study and research in their chosen fields. This is a necessary and important function of a University. One of the important duties of a university is to add to the sum of knowledge. Other states are recognizing the value of productive scholarship to the state and to society in general and appropriate funds for the support of investigators in a distinct school for research. The University of Florida can undertake but little in this field because its library and laboratories are too limited in scope and its faculties carry too heavy a burden of undergraduate teaching. Equipment should be enlarged and the teaching load should be lightened and professors given the opportunity, which so many of them greatly desire, to engage in research. Such a policy would vitalize teaching, as students are brought into close contact with productive scholarship in the subjects which they are pursuing.

II. Research or Investigation

The next field of service is that of research or investigation. Reference has just been made to a limited field of general research in the

Graduate School. The only separate and distinct research organization of the University is the Experiment Station and its three branches or sub-stations.

1. **Experiment Station.** The work of the Station and its branches is discussed in the appended report of the Director. The sub-stations—(a) the tobacco station at Quincy, (b) the citrus station at Lake Alfred, and (c) the Everglades station—like the main Station, devote themselves exclusively to the study and investigation of problems of farmers and fruit growers of the state. Results already achieved in these stations have added immeasurably to the achievements of agricultural practice in Florida, and may be depended upon, in the future, to solve problems that will add tremendously to the agricultural resources of this commonwealth.

III. Extension Service

The results of the investigations in the Agricultural Experiment Station laboratories are carried, in printed literature, to farmers, and the application of the results obtained by investigators is promoted and supervised by the demonstration agents engaged in the Agricultural Extension Division of the University.

1. **Agricultural Extension and Home Economics.** This service is carried on in cooperation with the United States Department of Agriculture and the Department of Home Economics of the State College for Women. Included in Extension Service are the boys and girls clubs which are under the supervision of special agents of this Division. Thru this Extension Service, a full knowledge of farm practices and better cooperation in marketing problems are encouraged. No state offers more interesting opportunities in agriculture than Florida. It is the aim of the Agricultural Extension Division to render every possible service in developing the agricultural potentialities of the state. For a full account of the work of this Division, reference is made to the appended report of the Director.

It may be added in this connection that the Dean of the Agricultural College is also Director of the Station and its three branches, and Director of the Agricultural Extension Division. These three departments are included in the organization of the Agricultural College. Under this arrangement better coordination and cooperation is secured in the operations of these three activities of the University. It has been found that this is the best means of eliminating friction and duplication of effort, confusion and expense, and of shaping the general policies in teaching agriculture, in agricultural research and agricultural extension service.

2. **Gneral University Extension Service.** This Division of the University concerns itself with the extension of the work of the other colleges to citizens interested in what these colleges have to offer. In addition to that, it offers aid to boys and girls, men and women, who have not had the advantages of high schools, libraries and other facilities for

education and culture. More than 7,000 persons have been pursuing studies by correspondence. Some of these have prepared themselves for admission to college, others for teachers' examinations, still others for civil service.

Circulating libraries of several hundred volumes have been sent to rural schools and to localities where libraries and books are not generally accessible.

Educational moving picture films, with moving picture machines, are in circulation in schools and communities that are limited in their resources for general entertainment.

The Director has prepared an extended report of this Department, and it will be found to be a most illuminating statement of the work of which he has charge. The report shows a vision of the possibilities of this Department to render educational service, particularly to the underprivileged communities of the state. It is believed that no department of the University is rendering a larger immediate service for the sum expended. The accompanying report of the Director outlines a large program for social betterment and civic improvement; and it is the hope of the Department to undertake, with the means at hand, as many of the suggested projects as possible. Any funds devoted to this General Extension Division will, in the future, as it has in the past, continue to bear golden dividends in wholesome contentment and better citizenship and greater educational efficiency in the communities that are served.

IV. Other Departments

Under this caption are included other University activities which cannot be classified under any one of the above departments of university organization. In the main, they minister as aids to the work of instruction, but the library and state museum are important adjuncts to the work of research and university extension service.

1. **The Library.** The Library is the heart of the University. Students and faculty of every college rely upon the Library for the necessary background of all courses of instruction. Departments or research and general extension are more or less dependent upon a resourceful library. Practically every student of the University must go to the Library to do part of his work. In view of these great demands, it may be understood how the restricted quarters and congestion, during the past years, have hindered the uses of this library. The conditions here during the last two years, on account of the large enrollment, have become almost intolerable. It is not difficult to imagine, therefore, the relief of the librarian, faculty and students which comes from a realization that the new library, now under construction will be ready for use within the following year.

Unfortunately, however, the appropriation is not sufficient to complete this building according to plans required to meet the present demands of the University. Hence, there remain the two wings to be added—the magazine and reading rooms and the stack room for books. There is lacking, also, the necessary funds to provide the shelving, tables and chairs needed to furnish this building. We may expect, therefore, further congestion, though not so serious, until such time as the two wings and the furniture for this building are provided for.

2. **The State Museum.** This institution is devoted to the accumulation and preservation of valuable collections relating to the natural history, political history and natural resources of Florida. The collections already on exhibit are a revelation to persons who visit the Museum for the first time. They find that it is not only most interesting, but the sources of information are invaluable and that this information can be obtained at no one place anywhere else in Florida. Unfortunately, many of the most interessting and valuable things available for exhibition are stored away in basements of buildings because there is a lack of room for their display. One is made to wonder how the Curator has accomplished what he has in the development of this Museum with the obstacles he has had to face, and with the limited funds he has had to spend. His report calls for a modest sum for the next biennium. The importance of the Museum, the state-wide interest it has served and the educational value of its collections amply justify the appropriation of the amounts called for. It is urgently recommended, therefore, that the Curator's request for this appropriation be approved.

3. **The Military Department.** Being a Land-Grant College, the University is required to give military training to all students in the freshman and sophomore classes. This training is elective for all juniors and seniors. The completion of the advanced courses of the junior and senior classes leads to a commission as Second Lieutenant in the Reserve Corps of the Army. During the last two years the Government pays to each student enrolled in the advanced course commutation of rations which amounts approximately to $12.00 a month or $144.00 a year. The United States Government also supplies, free of charge, all equipment, including uniforms, for the cadets.

More than $75,000.00 worth of military supplies, not including uniforms, is lent to the University by the War Department.

The officer personnel, consisting at the present time of one major, four captains and two sergeants, are detailed by the Adjutant General of the Army to serve as instructors of military science and tactics.

In his report the head of this Department emphasizes the value of military training. "Sound bodies, trained minds, good morals, courtesy, respect for law and order and love of country" are results to be obtained by students in this Department.

4. **Department of Physical Education.** Every University student, during his first two years at college, is required to take physical exercise for body training. Others are encouraged to engage in some form of athletics. The Department is divided into two sections.

First: Intercollegiate athletics, which is again divided into (a) major and (b) minor sports. Major sports include football, basket ball, baseball and track athletics. The minor sports are wrestling, swimming, tennis, golf, cross country runs, etc.

Second: Under the second section are included intramural sports, that is, athletic contests between classes, colleges and other student groups. Then the systematic training in the gymnasium, corrective gymnastics, and other forms of exercise are prescribed to meet the varying needs of the students.

The department of physical education is organized with a director at its head. Serving under supervisiôn of this director are all the coaches in the various sports and the instructors in gymnastics and other forms of physical education.

This completes the brief outline of the organization of the University. No attempt has been made to do more than merely to mention the different divisions of the University organization, and to indicate the purposes of each. This was undertaken in order to present the general character and scope of all University activities, and to show that this institution is following in spirit and practice the plan of modern state universities. It must be understood that the University of Florida is not any longer a small college. It has grown and developed in response to distinct demands of the people. It is now a big institution, engaged in big, constructive educational service to the entire commonwealth of Florida.

C. COMMENT ON PRESENT NEEDS

In the light of the enormous undertakings and the unparalleled increase in student attendance, biennial increases in appropriations have lagged behind, until now the University faces the greatest crisis in its history. The deans and directors, in their reports attached hereto, have felt it their duty, regardless of consequences, to state frankly what they consider their actual needs for the next biennium. It remains for the state to decide whether the sums needed shall be granted or whether the work of the colleges and divisions shall be impeded or curtailed in their development and service to the people of the state.

On the side of instruction these needs may be classed under two headings: (1) More teachers. (2) More classrooms and laboratories.

I. Teachers

(1) The University is not asking at this time for general increases in salaries, though the salary scale here is lower than the average of other state universities of this section; but request is made for the advancement of some assistant professors to full professorships, and the normal increase in certain professors' salaries. Under the rule of the Board, a full professor is employed at $3,000 the first year, with the understanding that he is to receive $100 increase each year for four years

until his salary reaches the maximum of $3,400. Some additional instructors, assistant professors and a few full professors are required.

The insistent demand is for more teachers. As attendance increases, instructors must be added, along with more books and more laboratory supplies; otherwise, the efficiency of the teaching falls down, and the standards of the University become discredited. This must not be allowed to happen here. Yet this will happen, unless provision is made for additional teachers, as provided for in the detailed budgets.

(2) The Summer School has become one of the most important phases of the work of the University. The law requires that the grade of work done by teachers in the Summer School shall be such as to entitle students to credit toward degrees. The limited appropriations for the Summer School have rendered it impossible to engage enough teachers of college grade to offer the advanced courses demanded by the student teachers and required for college degrees. Furthermore, the teaching staff has worked on half pay during these summer months. The Dean has not been able to secure teachers from abroad on the salaries available. When many of the University professors, worn out from overwork during the regular session, must go away for rest and relaxation, or when they go away for advanced study, it has been almost impossible to secure professors from elsewhere to fill these places on the University Summer School faculty at salaries offered. It must be emphasized that the work of this Summer School is just as important as that of the regular session, and a salary of not less than $300 per month, or $600 instead of $350 for the two months, must be offered. A larger appropriation for the Summer School is requested to provide a more reasonable salary scale and in order to enlarge the scope of the college curricula of the Summer School.

(3) In connection with teaching, your attention is called to the needs of the military department. To obtain choice of the best officers the University must do what other institutions are doing, namely, allow some additional remuneration on salaries. The general salaries of these officers are paid by the Federal Government, but in order to obtain a superior personnel, it is necessary to the best interest of the University and students to add small inducements to make this station desired by the best military officers on college detail. It is recommended that $1,000 be paid by the University to the head of the military department, and $300 additional to each of his assistants. This will make the men feel that they are a part of the University. It is only just for another reason, namely, that they are at greater expense than they would be at a military post, where they have furnished quarters, cheap commissary prices, and free medical and dental service for themselves and their families. These officers lose these advantages when they are on a school detail. In this connection, it might be mentioned that there is need of a property man to care for $75,000 worth of military supplies, for which the University is responsible. The target range is in need of reconstruction.

II. Buildings

Since 1914 no new recitation buildings have been added. The plant of the University, therefore, for teaching has not been increased since that date. The student body has increased four-fold, and the physical plant cannot be stretched any more. The time has arrived when more buildings for laboratories and classrooms must be supplied. We, therefore, urge the construction of three new buildings at the earliest possible moment—(1) agricultural college building, (2) a building for the chemistry department and the school of pharmacy, and (3) a building, or an addition, to the college of engineering. We would place the need of no one of these buildings before either the other two. They are of equal importance, and they are all needed now.

1. Agricultural College Building

The Agricultural College and the Experiment Station and the Agricultural Extension Division are crowded from cellar to garret in the buildings which they are now occupying. There are not sufficient classrooms nor laboratories. This means a poor quality of work in teaching, and a great hindrance to the research work of the Station. Increased attendance and the necessary increase in the teaching staff and the Station staff will render the need of this building more impelling and acute.

The law requires that the University shall provide offices and laboratory quarters for the Plant Board. This Plant Board is now occupying the equivalent of one entire floor in Language Hall, which is the home of the College of Arts and Sciences. The Dean of that College has asked for a building; but if this agricultural college building is provided the present congestion of the College of Arts and Sciences will be somewhat relieved. It is urged, therefore, that an appropriation of $250,000 for the first unit of an agricultural building, befitting the great agricultural industry of Florida, be provided.

2. Chemistry and Pharmacy Building and Equipment

Then the chemistry building is very urgent. The Department of Chemistry serves every college on the campus. It is no wonder, therefore, that with an enrollment of between 500 and 600 students in Chemistry, the Department is scattered in basements and elsewhere thruout five buildings on the University campus. The laboratories have become totally inadequate, and the School of Pharmacy has had to occupy two small basement rooms in Science Hall. This condition can no longer be endured. A separate and distinct building for Chemistry is necessary. The building that is intended for some other purpose will not answer as a temporary expedient. A building for Chemistry requires special design, and it costs nearly twice as much to erect and equip a modern fire-proof chemical laboratory as it costs to construct a college building of equal size. For instance, all ceilings must be very high. In some chemical laboratories, the ceiling is 20 feet in height. Ventilators and hoods must be installed to carry off obnoxious fumes and poisonous gases.

It is estimated that the cost of equipment for a chemical laboratory, to supply desks, plumbing and other apparatus is at least one-fourth of the cost of the house. Therefore, it is estimated that a new building for the Department of Chemistry and the School of Pharmacy should have at least $275,000 for construction and $75,000 for equipment.

If this building is constructed, the State Museum will be given the second floor of Science Hall, now occupied by the Department of Biology. This would afford room for display cases and exhibition of many fine and valuable and interesting collections that are now deteriorating in basements for lack of attention and care.

The Biology Department, which is also hopelessly congested, would go to the first floor of Science Hall. This would necessitate some remodeling, but the amount suggested in the detailed budget is small.

3. Engineering Building and Equipment

The Engineering Building has been seriously crowded for some years. The problem of more room has been accentuated by the increasing enrollment, and, unless more room is provided, one of two alternatives must be resorted to: Either a limit put upon attendance, or admit numbers beyond the capacity of the College. The latter alternative would cause a break-down in the work, and be hurtful to students in engineering and impair the reputation of the College and the University. The Dean of the College of Engineering makes out a clear case for the need of this building. Attention is directed to his discussion of that need. One hundred twenty-five thousand dollars is required for this purpose.

In addition to the building, the Dean repeats a request, made for the last six or seven years and only partially granted in the last appropriation, namely, more equipment for foundry and machinery, for wood shop, forge shop, for hydraulic laboratory, for testing machines, surveying instruments, laboratory for steam engineering, internal combustion engines, gas producers, etc., amounting, in all, to $30,000.

4. Library Building and Equipment

The library should have at least $60,000 to complete at least one of the wings omitted from the original plans, and to supply the necessary furniture to properly equip this structure.

The larger uses of the Library require an additional assistant librarian and more student assistants and a larger sum for books. At least $6,000 per year should be set aside for books for various departments.

There are other structures that should be erected at the earliest possible moment. While the temporary infirmary in one of the old army barracks is serving a useful purpose, it is inadequate, and being constructed of wood, is a fire hazard and constant risk. Then two dormitories are needed for all first-year students to live in so that they may be subject to more careful supervision of their conduct and study hours; but we are compelled to think of these buildings as of secondary importance to those that are needed now for classrooms and laboratories to avoid the inevitable breakdown of the work of the University.

When the library is moved from its present quarters in Peabody Hall, it will be necessary to make certain alterations and to provide seats for additional classrooms. An appropriation of $2,500 will be required for these alterations and for desks.

5. Enlargement of Central Heating Plant

The central heating plant, with one boiler, is now supplying steam heat to five academic buildings. We must now call upon this central plant for additional heat for the large auditorium unit of the Administration Building, which is soon to be occupied, and the new Library, which is under construction. Another boiler and an extension of the boiler room will be required to meet these new demands. Fifteen thousand dollars is the estimated cost for these additions.

6. Sewage Disposal Plant

Another very important and pressing matter is the enlargement of the sewage disposal plant. This plant was built when the enrollment of the University was around 300. With an enrollment of nearly 1500 students during the regular session and a little over a thousand teachers in the Summer School, this plant has proved inadequate. Besides, it is too near the dormitories and gymnasium, and should be moved farther away to a more secluded place. For this purpose, $20,000 will be needed.

III. Station and Extension Budgets

No attempt will be made here to refer in detail to the items of the Station budget and the budget of the Agricultural Extension Division. Suffice it to say that it is the belief that the future of Florida is wrapped up in the work of these Departments, especially in the Station and its branches. Vision and wisdom would dictate a liberal policy in the support of these University activities.

The General Extension Division asks for an increase of its appropriation from $30,000 to $50,000 per year. From the service rendered it is obvious that this Division would make wise use of this increase, and the results obtained would more than justify the enlargement of the service which this increased appropriation would permit.

E. CONCLUSION

We cannot conclude this report without making acknowledgment of the many gifts in scholarships and in loan funds and for other purposes. The state scholarships for teachers and scholarships established by the Daughters of the Confederacy, the Scottish Rite Masons of Florida, the Knights of Pythias of the state, civic clubs and many individuals, have added tremendously to the opportunities of the poor boy to secure the advanced training he desires, but which would be difficult if not impossible to obtain without such assistance.

Perhaps, the largest undertaking is the effort of the Rotary Clubs of Florida to raise a loan fund of $100,000 to be placed in loans at the disposal of students who need funds to meet their expenses in college. A maximum of $300 a year, or $1200 per student, for four years, is available at the rate of 6%, with easy payments for the return of this loan after the student leaves school to engage in some gainful occupation.

The General Education Board is another benefactor and has bestowed $3500 a year for a period of five years for the support and maintenance of a chair of secondary education in Teachers College of the University. This gift was made with the understanding that the state would take the chair over and continue its service. In view of the multiplied high schools in Florida requiring an ever-increasing number of high school teachers, more improved methods of teaching high school subjects, and better methods of school administration, etc., this professorship of secondary education must be continued. This chair must be supported to meet a distinct need as well as to fulfill the University's obligation to the beneficent Board which has extended this aid during this five-year period. Thirty-five hundred dollars per annum is named in the budget for this purpose.

The most significant gift during the past year is that of Dr. Andrew Anderson, of St. Augustine. Dr. Anderson was so much impressed with the first unit of the Administration Building, and with the cathedral effects of this vast auditorium that he saw the need of a great pipe organ as a necessary part of the equipment of this assembly hall. Very generously he has made a gift of $50,000 for this organ, and thereby placed the University and the state under a lasting debt of gratitude.

In representing the various needs of the University, in describing, in mere outline, the activities and the service which the University is rendering, not only to the student body but to multiplied interests of the state, more space has been required than had been thought necessary. If the facts here assembled shall aid the Board of Control in representing the scope and magnitude of this undertaking, and assist the Board in making up the final draft of the budget for all University activities, this report will have fulfilled, in part at least, the purpose for which it was written.

Finally, I desire to commend the entire faculty, the various staffs in research and University extension divisions for their energy, interest and devotion to their several tasks, and for their splendid service which they have performed under the most trying and discouraging conditions. To the student body, composed of as fine young Americans as can be found in any college in the land, much credit is due for their loyalty to their State University, for their good behavior, and their devotion to high student ideals. To the Board of Control, the entire state is under a lasting debt of gratitude for its devoted, unselfish service in the interest of the youth of Florida. I wish to express my personal appreciation for the confidence and encouragement and support of this Board in the administration of the affairs of this University.

Respectfully submitted,

A. A. MURPHREE,

President.

BIENNIAL REPORT OF THE COLLEGE OF ARTS AND SCIENCES

To the President:

In the year 1921-22 there were enrolled in the college of arts and sciences 300 students. That was the time of my last biennial report. The following year, 1922-23, the number was 412 and for 1923-24 we had 564 students in this college. This shows at once and clearly the problem which confronts us. We must have additional teachers in practically every department represented in this college. Nor is it simply a question of more teachers. We must have more equipment, more books, and above all more classrooms. By fitting up three classrooms in the basement of Language Hall, by utilizing the basement of Science Hall and the old shop building, by shifting classes wherever possible all over the campus, we have managed somehow to get through the year 1923-24, but what shall we do now? It is true that the completion of the Library building will give a little room in Peabody Hall, and if quarters can be found somewhere for the Extension Division and for the Plant Board, perhaps we can find room enough for the immediate present, but it is a question in my mind if we should not right now ask for an additional building for some departments, such as Business Administration, Economics and Sociology, History and Political Science, Philosophy, etc. The University of Florida should prepare to meet its destiny. We are destined to be a big University. There is no way to prevent it, unless we refuse admittance to many students who would come here. It is almost incredible that the attendance on this college has in six years increased from 92 to 564. The state is growing rapidly in population and property valuation. The high schools are turning out ever-increasing numbers and most of the boys are coming on to the University. We must prepare to take care of them.

NEW DEPARTMENTS

Since our last report the School of Pharmacy has been successfully launched here, at present, as a department of the College of Arts and Sciences, but under the immediate directorship of Dr. Townes R. Leigh.

We have also under the department of Economics and Sociology added a number of courses in Business Administration. This work may easily be developed into a separate department or even into a separate school or college.

PERSONNEL OF THE FACULTY

Several changes have taken place and some additions have been made to our Faculty since our last report.

Mr. E. C. Beck, for some time Assistant Professor of English, resigned in 1923 to return to Nebraska. Mr. A. R. Halley, M.A., Ph.D. (Harvard) was appointed as his successor.

and I believe will be required of students in Pharmacy. It is an elective science for A.B. and A.B.S.S. students. There are also required courses for the colleges of Agriculture, Engineering, and Teachers.

The Head of the Department has sent a long and detailed report, showing the great needs of the Department. The work is handled at present by two professors, an instructor and three student assistants. The department asks that the instructional staff be increased to five—two professors, two assistant professors, and one instructor and that the number of student assistants be increased to six.

The department clearly needs more space—more class rooms and more laboratories. If Chemistry is removed from Science Hall it is believed that satisfactory quarters can be provided for Biology and the Museum.

The changes that are thought necessary are to be found in the Professor's report. He asks for an appropriation needed

To remodel and equip Science Hall	$11,500
To erect building and fence for Biloogical Station on Lake Newnan	4,100
Apparatus and supplies	5,000
Total for equipment	$20,600

Professor Gray's work has been separated from the Department of Biology. See the report of the Dean of the College of Agriculture.

Chemistry

The Department has grown rapidly. Now there are about five hundred students, many taking advanced work, several working for the Master's degree. The establishment of the School of Pharmacy has added to the work in Chemistry and now classes in these two subjects are held in five buildings. They ought to be brought together. The Head of the Department emphasizes the need of a new building for Chemistry and Pharmacy. Unquestionably this is one of the things needed on the campus. The Professor asks for a large sum for the erection of one unit of the Chemistry Building but he makes it plain that it is much more expensive to erect and equip a building of this sort than a building designed primarily for classrooms.

The Professor has included Agricultural and Engineering Chemistry in his report to me but I shall try to sift these items and refer you to the proper deans for these estimates. His budget then is something like this:

New building for Chemistry and Pharmacy	$275,000
Equipment for the same	75,000
Chemicals, General apparatus, special apparatus for the biennium	13,000

He also asks that Dr. Heath be promoted to a full professorship at $3,000 and that Professor Jackson, who substitutes for Professor Black for 1924-25, be retained as Assistant Professor of Analytical Chemistry at $2800 and that a new Assistant Professor of Chemistry be employed at $2500. He also asks for a Curator at $1500 and four fellows at $500 and five student assistants at $200 and five student assistants at $150. He estimates that he needs $200 for office supplies for the biennium.

Economics and Sociology

Owing to the great demand for some sort of business course we added in 1923 a professor of accounting and finance to this department. As a good many students are taking up this work and many more are expected, the two professors feel that they must have an addition to the teaching force. The minimum estimate calls for a new Assistant Professor of Advertising, Salesmanship and Marketing at $2700 and for the year 1926-27 a new Assistant Professor of Economics and Transportation at $2500. The Head of the Department also asks for a part-time Instructor in Sociology at $600 and a part-time Instructor in Office Management at $600, also two student assistants at $100 each. In the way of equipment he asks for one Burroughs Adding Machine at $200 and one Mimeograph at $172.50.

English

Practically every man in the University is either taking College English or has taken it. This means great numbers and numerous sections, especially in the required Freshman English. The work has been carried on during the past year (1923-24) by one professor, two assistant professors, one half-time assistant professor, one part-time assistant professor, one part-time assistant professor borrowed from the Teachers College, and one part-time student assistant. It has been a perplexing problem to take care of this work. Two new instructors are needed or the equivalent provided for by taking part-time men who would divide their time between English on the one hand and Ancient or Modern Languages on the other. The difficulty is to take care of Freshman English and at the same time not ask any teacher to devote his whole time to this one class.

Another method of meeting this difficulty of Freshman English would be to appoint a number of teaching fellows at about $500 each.

History and Political Science

History I is required of all Freshman A.B. students and either History I or Political Science I of all Freshman A.B.S.S. students. Besides, these subjects are often chosen as electives by other students. Consequently the classes are large and several sections are required. For this reason although a new instructor has been employed in 1923-24, it has not been possible to offer any new courses. To take care of the advanced courses, including graduate work (for which there is always a demand in this department) there will be needed for the next biennium a new assistant professor. The department also asks for a student assistant.

Mathematics

During the past year, three men (one professor and two instructors) have taught 564 men in 18 classes. As Mathematics is a required subject in nearly all of our courses as also in some other colleges (notably the College of Engineering) the numbers enrolled in Mathematics will increase in proportion to our total enrollment. More teachers are needed and will be needed in this department.

The department has also been handicapped by lack of suitable classrooms. There is only one class-room on the campus adequately equipped with blackboard for teaching Mathematics. Some of the courses have been given here and there wherever a vacant class-room could be found. The Professor asks for two more properly equipped class-rooms. He also asks for the addition of one assistant professor for 1925-26 and one more assistant professor for the year 1926-27. This will make five men in the department by that time, but in my judgment they will be needed.

Modern Languages

The classes are large and the sections numerous. Some temporary relief was obtained in 1923 by the appointment of an assistant professor of French. He has had charge of all classes in French in 1923-24 but already the French is too much for one man. He asks for an instructor in French. But Spanish is the favorite foreign language at the University of Florida, and help is needed in this language too. Two hundred and one students were enrolled in Spanish A in 1923-24. We now have a Professor of Modern Languages, an Assistant Professor of French and an Assistant Professor of Spanish (half-time). It is suggested that two new instructors be added, an instructor in French and an instructor in Spanish, but it would be well to have each man capable of teaching two foreign languages or one foreign language and English, in case his services may be needed in that department. The Professor of English would really prefer two half-time instructors to one full-time man.

Philosophy and Psychology

Some of the classes are large and need to be divided. Additional courses should be given. The Psychological laboratory should be reopened and improved. The Professor asks for an instructor, two laboratory assistants and a slightly increased allowance for instruments and supplies—all these are needed.

Physics

The work in Physics is an essential part of the College of Arts and Sciences but since the head of the department is also Dean of the College of Engineering, it seems most convenient to let him make the report on Physics with his report on the College of Engineering.

The School of Pharmacy

Due largely to the active interest and financial help of the pharmacists of the state in their organizations, the School of Pharmacy was establshed in 1923. This is at present organized as a part of the College of Arts and Sciences, but under the immediate supervision of Dr. Townes R. Leigh as Director. The work has been successfully launched and forty-one students were enrolled the first year. The plan is, after this year, to offer only standard three-year and four-year courses, the one leading to the degree of Pharmaceutical Chemist, the other to the degree of B.S. in Pharmacy.

It has been difficult to provide class-rooms and laboratories for these men even for the first year. From the point of view of the School of Pharmacy, it is highly desirable to have a new Chemistry Building, specially planned to accommodate also the School of Pharmacy.

It is highly desirable that the work of every department of the University of Florida be recognized as of standard quality. We wish the School of Pharmacy to be so recognized. Recently we had a representative at the Conference of the American Pharmaceutical Faculties. Our claims were presented and the Conference was favorable and I have no doubt that in the due process we shall be ultimately accorded the recognition we seek, but the Conference suggests that we need in our Faculty more men trained in Pharmacy. We must bear this in mind in making additions to this Faculty.

The Director asks for traveling expenses that we may be represented at the various meetings of societies in which we are interested.

He also asks for a full-time secretary.

He suggests that we should start a drug garden for the cultivation of medicinal plants.

His report enumerates the gifts the School has received.

Not only this report but the reports from the other departments are on file in my office and may be seen whenever needed.

Respectfully submitted,
JAMES N. ANDERSON,
Dean.

For Detailed Budget of the College of Arts and Sciences, see Table of Contents.

DEAN'S BIENNIAL REPORT, COLLEGE OF AGRICULTURE

To the President:

I have the honor to submit the following report of the work and status of the College of Agriculture of the University of Florida for the biennium ending June 30, 1924, together with budgets, or estimates, setting forth the needs and requirements of the College, for the biennium beginning July 1, 1925.

Respectfully,
WILMON NEWELL, Dean.

The College of Agriculture is divided into three main divisions. (1) The Instructional Division, in which instruction is given to resident students; (2) the Experiment Station, which is devoted entirely to research work in agriculture; and (3) the Agricultural Extension Division, which is devoted to the extension of agricultural knowledge to those citizens of the State who cannot attend the University, thru the activities of county and home demonstration agents, extension schools, publications, etc. Owing to the distinct character of the work performed by these divisions, they are, in this report, treated under separate headings, altho all of these divisions work in close cooperation with each other as well as with all other federal and state agricultural agencies.

At this point, attention is directed to the urgent and pressing need for an adequate building in which to house the various agricultural activities of the campus. Every department in the Experiment Station and agricultural college has outgrown its present quarters and work in all lines is cramped and handicapped for lack of room. Class rooms in the Agricultural Building are not large enough for the classes being held in them and lack of laboratory space is seriously interfering with the quality of instruction.

In the Experiment Station building over 30 people work. There is not room for another laboratory desk, the workers are crowded, the library is too small to care for the books actually on hand and it has already been necessary to erect one temporary outhouse for storage of equipment and supplies. Student attendance is bound to increase, which will require a corresponding increase in teaching staff and greater space for class rooms and laboratories. Then the Experiment Station must necessarily expand its work and increase its personnel to meet the needs of the State's agriculture along research lines. Within two years the congested condition of the present buildings will become most serious and will seriously handicap the work of all divisions of the College. In addition, the University is required by law to provide office and laboratory quarters for the extensive work of the State Plant Board which occupies more than one floor of Language Hall, space badly needed by the University for class room work.

It is recommended, therefore, that immediate provision be made for an agricultural building which will not only meet present needs but which will be adequate to meet the additional needs of the agricultural work for several years to come. Plans should be made for the construction of an agricultural building to cost, when completed, not less than one million dollars, and the next session of the Legislature should be asked for, say, $250,000 with which to begin the first unit of this building.

The present experience of housing all agricultural work in three different buildings on the campus has amply demonstrated the fact that all of these related activities should be brought together under one roof. The work of all three divisions of the College of Agriculture and of the State Plant Board is closely related, employees of all must hold frequent conferences and work together and the concentration of this work in a single building will not only result, for all time to come, in marked economy in its administration but will also effect material economies in equipment, library facilities, laboratories, etc., and will make for greatly increased efficiency.

AGRICULTURAL COLLEGE

(Instructional Division)

I. General

The attendance last year of 152 regular students was an increase of 19 over that of the previous year, while that of 126 rehabilitation students was a decrease of 23.

Many of the rehabilitation students have completed their vocational instruction and comparatively few new ones are being enrolled. As the attendance at the majority of agricultural colleges has been decreasing during the last two or three years, owing to the depressed condition of agricultural products, the continued increase of regular students is a source of gratification and encouragement.

The increase of teaching force this biennium has not only made it possible to add new courses, but also to reduce the size of unwieldy sections in laboratory and field work. In the few cases where subdivision was not practical it was possible, with the student assistants provided, to use one who had already taken the course to aid the professor, so that the individual effort of each pupil could be more closely supervised and incorrect methods promptly corrected.

The Department of Economic Entomology and Plant Pathology, organized during this biennium, fills a gap in the preparation of trained workers readily apparent. With additional equipment and facilities its activities can be extended and improved.

It seems advisabe to continue the courses in shop work and forge work under the Department of Mechanical Engineering in the College of Engineering.

Below will be found brief reports from the various departments teaching applied agricultural subjects.

II. Agricultural Chemistry

Because of the importance of agricultural chemistry in a state where main industries are largely agricultural, request was included in the budget for the present biennium for an assistant professor of agricultural chemistry; this having been granted, the following changes and additions were made:

(1) General chemistry, required of all agricultural students, is given by the same professor who has charge of the advanced courses of these same students. Stress is laid on agricultural applications.

(2) Two new courses were added: "Chemistry II, Organic Agricultural Chemistry," one semester; and "Chemistry IV, Organic Agricultural Chemistry," a more advanced two-semester course. The latter is required of students majoring in agronomy and agricultural chemistry and the former of all others.

The assistant professor teaching these courses has, in addition, all the work in quantitative analytical chemistry. He, therefore, needs the aid of student assistants in supervising laboratory work.

It is planned to offer new courses such as "Dairy Chemistry," "Sugar Chemistry," "Plant Chemistry" and others as soon as facilities will permit.

III. Agricultural Engineering

The work of the Department has been improved greatly during the biennium by having a full-time man instead of a half-time man, devoting his attention to agricultural engineering subjects.

New courses have been added in wood and forge work, concrete construction and farm buildings. The wood and forge work is given in cooperation with the College of Engineering. The laboratory sections have been reduced in size and the work is much more satisfactory.

More storage space for machinery consigned by manufacturers for instructional use is needed. The laboratory is too crowded with the machinery now on hand, yet many machines that are needed could be borrowed if sufficient storage space was available. The farm-motors laboratory should not be in the Agricultural Building on account of the noise that necessarily accompanies laboratory work of this nature.

IV. Agricultural Journalism

During the last two years two courses have been offered; namely, "How to Write the News Story" and "The Principles and Technique of the Short Feature Story." While these courses are listed in the University catalog as "Agricultural Journalism," straight journalism is taught. The best way to learn to write for the agricultural press is to learn to write for the newspapers; the fundamentals and principles of writing are the same for all branches of the art. However, when a student expresses a preference for agricultural work, effort is made to as-sign him articles along that line. How to recognize news, how to gather it, and how to write it for the newspaper are the cardinal aims in both courses. Selections for library readings are made with this end in view.

Interesting features of the work in this department are the issuing of special editions of different newspapers. For three years the class has done the editorial and reportorial work on the Jacksonville Journal for one day, and for two years the same has been done on the Gainesville Sun. In every instance the students have won much sincere commendation. The Associated Press has cooperated with the classes, offering to make use of such articles as the students could write concerning University activities, taking the articles just as the students prepare them.

A third course, "The Country Newspaper," is being added the coming semester. Here stress will be put upon the place and function of the weekly newspaper in the country community. Farm and home phases will be emphasized. Students preparing for country leadership will be encouraged to take this course, particularly those contemplating county agent work.

The department has grown until a student assistant is required. With such help the cooperation begun with the newspapers and the Associated Press can be continued and enlarged, with much beneficial help to the University from a publicity standpoint.

V. Agronomy and Agricultural Economics

During the present biennium the work of the department has been improved greatly by the addition of one assistant professor and one instructor. This made it possible to relieve the professor of agricultural engineering from teaching agronomy subjects and to enable him to devote his entire time to agricultural engineering.

New and much needed courses were added in "Advanced Soils," "Special Field Crops," and "Farm Bookkeeping and Marketing." The collection of farm management data has proved of great value. By a cooperative arrangement with the United States Department of Agriculture, detailed records covering six years of the organization, management and business transactions of 100 Florida citrus farms are now possessed by the Department.

The laboratory work also was improved greatly by increasing the number of sections. But much improvement can be made along this line and it is believed that the most economical, as well as satisfactory, method of doing this is by providing graduate student assistants for half-time work at relatively low salaries.

Courses now being offered in the Department include the following subjects: Soils, field crops, forage crops, fertilizers, farm law, farm management, farm bookkeeping and marketing. Additional courses for which there is demand and which should be added are as follows: Soil surveying, pastures and pasture grasses and statistical methods for regular students, farm bookkeeping, marketing and farm law for one and two-year men.

VI. Animal Husbandry and Dairying

The enrollment has been satisfactory in spite of deflation and reduction in the livestock industry.

The creamery and cold storage plant erected by business men of Gainesville and vicinity last year is within four blocks of the campus and furnishes opportunity for observations and study of practical value to the students.

Judging teams from the College are competing with teams from other colleges of Florida and Georgia at state and district fairs in livestock judging contests with gratifying success. It is desirable that funds be provided for sending a team to the International Live Stock Exposition at Chicago or the National Dairy Show at Milwaukee every year or two for the instruction and inspiration it gives.

The work of supervising dairy cows in advanced registry has been continued. Annual records for 80 Jerseys and 40 cows of other breeds are now held; about 40 additional cows are now on test. The results shown by these records are of special interest and value in showing the high average cows may make under Florida conditions.

The Experiment Station dairy herds which are used for instructional purposes are constantly being improved. But too few good beef cattle are available; the number kept by neighboring breeders is so small that difficulty is experienced in showing good examples to students. It is desirable that a reasonable sum be provided for replacing and purchasing high-class livestock for instruction and testing purposes.

A special barn with stalls, yards, fences, grazing and soiling crop areas, and breeding facilities for the management of mature bulls are needed. A convenient location for this can be found, provided the funds are available. The services of a trained herdsman is still a pressing need, more so now than ever before. The amount assigned for feed for farm animals during the last biennium was insufficient, as the amount of farm land available for growing feed crops is small and the number of animals is increasing. Class and laboratory equipment needs replacements and additions, and buildings and fences need repairs and painting.

VII. Economic Entomology and Plant Pathology

During the year ending June 30, 1924, instructional work has progressed in economic entomology and plant pathology with the organization of short courses, undergraduate and advanced courses in these subjects. Work has consisted largely of class and field identification of insects and diseases with control methods for them. Instructional collections of insects and diseases of Florida have been started, as has also a departmental collection of bulletins needed in the work.

It is hoped to soon extend the program to practice work in life histories of insects, isolation and laboratory study of disease organisms and more intensive practice in the study and application of insecticides and fungicides.

VIII. Horticulture

This department has progressed steadily as improvements have been made and facilities for more thoro and comprehensive instruction have been added. The present orchard is too small, with no room for expansion to adjacent acres. Therefore, another orchard has been started somewhat farther away and this may be extended over a large area as time and funds permit. The nursery is gradually being enlarged to give opportunity for a larger amount of practical work in propagation, and the growing of desirable plants for the orchard.

The greenhouse provided for in the budget for this biennium is being erected. It will aid in teaching floriculture and certain phases of botany, propagation and pathology more effectively. A competent foreman should be in charge of it and the flower and vegetable gardens near-by, that proper cultivation, watering, heating and ventilation may be given. It is desirable that the greenhouse be enlarged and improved as its use increases. An interesting start has been made in collecting and preserving in as natural condition as possible important varieties of fruits that ripen at special seasons, often when it is difficult to procure them for class use in a fresh state. Additional containers and display cases to make the collection more complete are needed.

A graduate student, giving half of his time to assisting in the work of the department and the other half to some research problem in horticulture is desirable.

IX. Poultry Husbandry

The Poultry Department now has a modest equipment for teaching purposes. A new brooder house, several laying houses and a feed and work house meet the serious need of two years ago. The incubators have been in use thru much of each year, thousands of chicks being hatched in practice work by the regular students as well as by the rehabilitation men whom the College is trying to train. Added funds have enabled the employment of a full-time professor. The classes have been large, one at least larger than the class room was intended to seat. Seven courses in poultry are offered and there is no need for a Florida boy to go out of the State for poultry instruction.

The Poultry Department has its own office, class room and laboratory, a decided improvement over conditions of two years ago. Effort toward better breeding and feeding has brought some valuable results in earlier maturity, larger egg production and better market stock.

A student assistant was asked for in the previous report and the need is even greater now than at that time.

X. Veterinary Science

During the last two bienniums the Department of Veterinary Science has received appropriations sufficient to build a small veterinary operating room and dissecting room. These structures enable the Department to conduct laboratory work much more efficiently.

The demands for veterinary diagnostic tests became so great last year that it was determined to render this service to the vetetrinarians of the State; therefore, a diagnostic laboratory was improvised by the Department. During a period of five months there were sent to the laboratory over 300 specimens of cows' blood to be examined for evidence of contagious abortion, 50 specimens of intestinal discharges to be examined for evidence of worms, and many specimens from diseased hogs and poultry. There was no laboratory available within the State for making such tests until this one was established. It is necessary to have the use of such a laboratory in order to diagnose such diseases as contagious abortion, hemorrhagic septicemia in cattle and hogs, anthrax (charbon), fowl cholera and many other diseases. An appropriation should be made to carry on this important work.

There has been little research work done on animal diseases in the State, and since the dairy and poultry industries are being so rapidly developed, some research should be carried out on the diseases of these animals under Florida conditions. The diagnostic laboratory mentioned herein could be used in carrying on such work, and at little additional expense, as many specimens received would be useful in research (see paragraph on "Livestock Diseases," in the Experiment Station's part of this report.)

For Detailed Budget of the College of Agriculture see Table of Contents.

DEAN'S REPORT, COLLEGE OF ENGINEERING

For the Biennium Ending June 30, 1924

To the President:

I respectfully submit the following report from the College of Engineering of the University of Florida. It has been prepared in collaboration with the Faculty of the College of Engineering, and has the approval of that Faculty.

This report covers all of the technical engineering departments of instruction, and also the department of Physics, which is housed in the Engineering Building, but serves other colleges of the University quite as much as it does the College of Engineering. The departments of Chemistry, Economics, English, Geology, Hygienne, Mathematics, and Military Science, all of which serve the College of Engineering as well as other colleges are included under the reports of the other colleges.

PURPOSE OF THE COLLEGE OF ENGINEERING

We conceive that the College of Engineering exists not only for the purpose of supplying a certain kind of education to its resident students, but also as an agency to assist in the development of the industries of Florida, partly by supplying technically trained young men to these industries and partly by suppling the same sorts of service to the industries of manufacturing, transportation and public utilities that the College of Agriculture does for the industry of agriculture. That is, the College of Engineering ought not only to carry on resident instruction, but ought also to maintain an engineering experiment station for researches on Florida materials and engineering problems, and an engineering extension division. The engineering colleges of other state universities are carrying on such activities with great success, notably in the middle west. As yet, no provision for these activities has been made in Florida and the work of the College of Engineering has been largely confined to resident instruction, except for a little extension work in giving short courses or conferences.

QUALITY OF INSTRUCTION IN THE ENGINEERING COLLEGE

The quality of instruction in the engineering college has been maintained at its previous high standard. Every influence for further improvement of the quality of instruction is of immediate advantage to the students, and ultimately to the advantage of the state as a whole, since the life work of the students after their graduation will be done better in proportion as their preparation is better.

The following influences have been favorable to improving the quality of instruction:

1. The strict entrance requirements that have been in force for the last few years have resulted in freshman classes prepared to do better

work than formerly. However, some high school principals are very lax in giving entrance units to students who have not really done the work specified for the unit. This sort of "misbranding" of course soon comes to light in the college work, and the students concerned are demoted in those subjects in which they have shown that they do not in fact possess the preparation certified by their high school principal.

2. The higher salary scale in force the last few years has made it possible to retain the services of thoroly competent and able instructors. There are, however, a few points at which salary increases are required.

3. The provision of additional instructors has been of great benefit to the quality of instruction, both by remedying overloaded conditions in some departments, and by permitting more specialization on the part of individual instructors.

The following influences have been unfavorable towards maintaining high quality of instruction:

1. The lack of a mechanical engineering laboratory. There being no available space in whcih to develop this laboratory, this condition can not be remedied until an additional building is put up.

2. The lack of proper equipment in the department of mechanic arts. The last legislature appropriated $11,000 (out of $25,000 needed) for equipment of this department. This has been spent and has enabled the department to do far better work than formerly, but the equipment does not yet meet the needs of the department.

3. The unexpectedly large increase in enrollment has resulted in a good deal of crowding of laboratories and other facilities, with obvious detriment to the quality of instruction. Unless the State is willing to place a fixed limit on the number of students to be admitted to the College of Engineering, there appears to be no way to remedy this condition except by providing an additional building. It will not be possible to remedy this difficulty by dividing the classes into more sections, since the laboratories and class-rooms are already in use almost continuously —as nearly continuously as it is practicable to arrange a schedule for.

ENROLLMENT

The enrollment in the College of Engineering (which may be taken as a measure of the quantity of instruction given) has been as follows:

	1922-1923	1923-1924
Seniors	28	19
Juniors	28	27
Sophomores	45	55
Freshmen	59	110
Special	28	13
Total College Students	188	224
Number attending Road Builders Conference held in C. E. Department	100	150
Number attending Short Course for Metermen held by E. E. Department		67

(Slight discrepancies between these figures and the ones given in the university catalog arise from the fact that the catalog omits the names of students who have registered in the College of Engineering and later transferred to another college of the University).

The number of freshmen in 1923-1924 exceeded the capacity of the college, which is for about 75 freshmen and about 50 sophomores. The capacity is determined by several methods, based on space available, on equipment available, and on instructing force (a full report on this subject was made for the Board of Control in January 1924). The situation was met by the following undesirable expedients:

1. All students from outside the engineering college were excluded from classes in whcih hitherto students from other colleges have been admitted, these classes being used as electives by them.

2. In a number of cases classes were taught in larger sections than is permitted by the standards of the Southern Association of Colleges and Secondary Schools, thus lowering the quality of instruction.

3. In other cases additional sections of the classes were organized which called for more teaching hours on the part of the instructors than is permitted by the above mentioned standards, and this also lowered the quality of instruction given.

DEGREES GRANTED

During the biennium 42 bachelor degrees have been granted from the College of Engineering, and 5 advanced degrees. These were distributed as follows: B.S.C.E., 13; B.S.E.E., 17; B.S.M.E., 7; B.S.Ch.E., 5; C.E. (advanced degree), 5.

The total number of degrees granted from the College of Engineering since its organization is as follows: B.S.C.E., 53; B.S.E.E., 52; B.S.M.E., 18; B.S.Ch.E., 6, making a total of 129 bachelor degrees; C.E., 9; E.E., 3; M.E., 1, making a total of 13 advanced degrees.

PROBABLE FUTURE GROWTH OF THE COLLEGE OF ENGINEERING

Altho the demand for instruction in the College of Engineering has exceeded the capacity of the college, it seems probable that the demand will continue to increase very considerably in the future. This forecast is based on the following reasons:

1. The statistical studies made by the National Industrial Conference Board in 1923 showed that the industries of the United States require an annual supply of technical graduates very considerably greater than the Engineering Schools have been graduating.

2. With increasing population, Florida is becoming more of an industrial state than hitherto, and more public works are being built and maintained, all of which will require an increasing number of technically trained men in Florida.

COOPERATION FROM PRACTICING ENGINEERS AND INDUSTRIAL CONCERNS

It is a pleasure to record that a large amount of very valuable cooperation has been generously given to the College of Engineering by practicing engineers and by industrial concerns, both within this state and elsewhere. I regret that space does not permit mentioning all of the individuals who have kindly assisted, and to whom the institution owes a large debt of gratitude.

The following are the principal forms in which cooperation has been given:

Employers have applied in large numbers to obtain the graduates for technical positions, or the undergraduates for temporary work. In some lines it has been impossible to fill the demand.

Many manufacturers have been most liberal in making gifts or loans of apparatus, or in giving very liberal special discounts on purchases. There seems little doubt that our laboratory equipment in machinery and instruments would be greatly increased by gifts if we had the space in which to install them. Some very generous offers have been suggested by manufacturers of refrigerating machinery, who are interested in having courses in that branch developt in our mechanical engineering department; but there is no space in which to develop a laboratory of refrigerating machinery.

The use of a considerable number of power plants and other industrial establishments has been offered for the use of our upper classes for practice in making commercial tests on the operation of machinery. The last few years the senior classes in mechanical and electrical engineering have made one trip each year for the purpose of making such tests—the plants offered not being located in Gainesville.

Some industrial concerns have been most liberal in giving inspection trips to groups of interested students, at the expense of the concern visited.

In the Roadbuilders' Conferences and the Short Courses for Electrical Metermen, very valuable assistance from outside was given, without which it would not have been possible to carry out these projects.

A number of prominent Florida engineers have accepted invitations to lecture to the students, giving their services without pay. Several industrial concerns have also supplied lecturers on the technical features of their products, or have loaned sets of lecture slides or moving picture films.

A group of engineers who asked that their action be considered anonymous, made an unsolicited offer to give financial assistance to indigent students at the recommendation of the dean as need might arise; and supplied all funds called for.

SHORT COURSES OR CONFERENCES

During the week beginning April 21, 1924, the Department of Electrical Engineering, with the cooperation of practicing engineers and manufacturers of electrical instruments, repeated and greatly amplified the one-week course for electrical metermen, first given in 1922. This course or conference was participated in by 67 persons, of whom 34 were electrical metermen (23 from Florida, 6 from Georgia, 7 from Alabama), 4 were central station managers, 2 were other persons engaged in electrical industries, 9 were electrical students of the University, 5 were electrical instructors in the University, and 3 were lecturers engaged from among practicing engineers.

On February 8th, 9th and 10th, 1923, the Department of Civil Engineering, with the cooperation of practicing engineers and highway officials, gave a Roadbuilders' Conference, which was attended by 100 engineers from all parts of Florida and from neighboring states.

On February 13th, 14th and 15th, 1924, the second Roadbuilders' Conference was given, which was attended by 150 engineers.

During the fall of 1924, the Department of Mechanical Engineering expects to give a conference for refrigerating engineers and ice manufacturers.

The results of these short courses or conferences have been most gratifying, and they have been of unquestioned direct and practical value to the industries concerned. They have also been well worth while to the institution, as the contact with practical men in the industries has been very stimulating, and has undoubtedly reacted very beneficially upon the instruction being given to our students. The expenses of these projects have been borne in large part by the General Extension Division; but the labor of organizing them has fallen entirely upon the faculty members in all details. If it were not for this difficulty, many other short courses or conferences would be developed, for other industries, which is not possible under present condition. It is earnestly hoped that eventually an engineering extension division (or an engineering section of the General Extension Division) may be provided, furnishing a personnel which could look after the organizing of such short courses, merely calling upon the faculty members to do their share in delivering lectures and leading discussions.

STATUS OF THE ENGINEERING DEPARTMENTS

Civil Engineering Department. The work of this department has been greatly strengthened by the provision of an additional instructor. The need for additional drafting-room space has become so urgent in this department that it has been necessary to partition off half of the hydraulic laboratory as a drafting-room. This of course is very bad for the hydraulic laboratory, but it has seemed a lesser evil to cramp it than to do without the needed drafting-room space. The equipment of surveying instruments is no longer sufficient for the increased size of surveying classes. It has been necessary in some cases to do the surveying field work with parties of five or six men to one instrument. Enough instruments should be provided to make it possible to do this work with only two or three men to an instrument, thus giving each man a fair chance to obtain practice in the use of the instruments. The civil engineering department is often called upon to make commercial tests of the strength of materials; it is very desirable that the department should make such tests, not only as a service to the industries of the state, but also on account of their instructional value to the students; but some of the tests called for demand larger testing machines than the department possesses (in particular, those of concrete building blocks). In fact no important additions to the material testing equipment have been made since the university has been in Gainesville, the same old equipment still being in use that was brought over from Lake City in 1906.

During the past biennium 13 men were graduated from this department, all of whom found immediate engineering employment in Florida.

Department of Physics and Electrical Engineering. This department gives technical instruction, in its work in electrical engineering; but its work in physics is not peculiarly of an engineerng character, but on the contrary serves the other colleges of the university quite as much as the College of Engineering. Physics is a required course not only in the Engineering College, but also in the pre-medical and B. S. courses of the Arts and Science College, and is either optional or elective in all other courses of the Arts and Science College and the Teachers' College.

The great bulk of the work in Physics has been in giving the required or optional elementary college courses, in which 255 students received instruction in 1923-1924. The laboratory has become much crowded; but by forming additional sections of the classes (some working till six P.M.), it has been possible to accommodate the students in these courses. But in the more advanced elective courses the department has been seriously handicapped on account of the complete absence of any laboratory room that could be set aside for the use of these classes. It is of course impossible to do worth-while work in these courses without laboratory facilities. It is necessary that such courses be given, not only as electives for the Arts and Science College, but also for the graduate students in chemistry, who are beginning to be numerous. Advanced work in chemistry requires corresponding work in physics. Additional laboratory space for the physics department is urgently needed, and the work of elective courses can not be much developt without it.

The work in electrical engineering has been principally in general courses required for upperclass engineering students, altho a beginning was made some years ago towards offering more specialized work in this department. The department needs more space for the work of the general courses; and more specialized courses should also be developt, but there is not much chance to develop them until more space is available. The additional instructor provided for this department has made it possible to definitely offer one of these special courses—in radio—, but there is no laboratory room for this course, which has been using a temporary wooden shed back of the engineering building, insecure against weather and theft. The last budget provided part of the funds for developing electrical testing equipment, and this has enabled the department to make great progress with this work. It now regularly tests the standards used by electrical companies for checking the correctness of their meters. During the past year, such tests have been made for:

Daytona Public Service Company, Daytona, Florida
Florida Public Service Company, Orlando, Florida
Florida Public Service Company, DeLand, Florida
Georgia-Alabama Power Company, Albany, Georgia
Valdosta Power & Light Company, Valdosta, Georgia
Pinellas County Power Company, Clearwater, Florida
St. Petersburg Light Company, St. Petersburg, Florida
Orlando Public Utilities Co., Orlando, Florida
Municipal Light & Water Plant, Starke, Florida

This work is a real contribution towards public welfare, since the maintenance of correct weights and measures is a fundamental to commercial justice in all transactions. This work has also had instructional value to our students. It is urgently desirable that the remainder of the sum asked for this work be appropriated, so that the work may be further perfected and extended. During the past biennium there were graduated from this department 17 men, most of whom took employment with large electrical companies outside of Florida. Several have already returned to Florida and are engaged in electrical industries within the state, and others will undoubtedly do likewise.

Department of Mechanical Engineering. The provision of an assistant professor giving full time to this department, instead of an instructor giving part time to it, has resulted in much improvement in its work. But the department is almost hopelessly handicapped by lack of space. It has no laboratory room; what little laboratory equipment it has is crowded into a corner of the testing laboratory; a room intended for this department has had to be converted into an extra drafting-room for freshmen, thus making the office of the professor into a public passageway for much of the time; while the only working space that is available for the assistant professor is a desk in a general drafting-room which is in use by students most of the time. In my opinion there is no point in the whole university in which additional space is so urgently needed as in this department. Additional building should certainly be begun at once, to provide a laboratory for mechanical engineering.

During the past biennium, 7 men were graduated from this department, of whom four are known to be employed in the industries of Florida, and three outside of Florida.

Department of Chemical Engineering. The engineering branch of the chemistry department is constantly progressing, and we believe our course compares favorably with chemical engineering courses offered by other institutions in this country. The technical library and museum is being added to from time to time, largely thru donations from chemical and metallurgical industries. During the past year the chemical industries of Florida were listed and tabulated. It is planned to keep in touch with these industries for the purpose of rendering them any possible assistance and also to place our graduates in their employ.

The needs for the next two years are closely allied to those of the chemistry department. There is great need of more space for laboratory work, lecture and class rooms, offices and library. The teaching force is too small to handle the courses in the most efficient manner, there being so much routine work, that practically no time is available for research, extensive reading, or advanced courses. This is an unfortunate condition that ought to be remedied. A larger supply of technical reference books and technical periodicals is needed. We hope to be able to open an industrial chemistry laboratory in the near future. Such a laboratory should be equipt with small scale plant apparatus, such as filter presses, autoclaves, driers, reaction kettles, etc. A laboratory of this type will familiarize the student with the operation of plant machinery in a much more satisfactory manner than is possible by means of text books alone.

During the past biennium, 5 men were graduated from this department.

Department of Drawing and Mechanic Arts. The work of this department has been much strengthened by the provision of a full-time instructor, instead of an instructor giving only part time to this department.

The work in drawing urgently requires more space. The number enrolled in the freshman course in drawing was 126 in the past year. They were expected to use a room containing 24 desks. As this room was also needed for other classes, it was not possible to schedule it for the freshmen for more than three sections, which would have assigned 42 to 24 desks. This situation was met by installing additional desks in a room intended for another purpose, thus interfering with the work of the mechanical engineering department.

The work in mechanic arts, which had completely broken down on account of the wearing out of 20-year old equipment, has been largely restored, on account of the appropriation of part of the funds needed for equipment of this department. These funds were used for installing forge shop equipment, and for partially installing woodshop equipment; and instruction in these two shops has been given. The funds did not permit installing foundry equipment, and the department is therefore still unable to give instruction in this subject, except by text-book. Space for the foundry was provided years ago in the shop wing of the engineering building; but funds for its equipment have never yet been made available. This is an urgent need, as well as additional equipment for the wood shop. There is also urgent need of suitable locker rooms and lavatories. The number of students taking work in the shops last year was 276.

Departments outside the Engineering College. Besides the departments just mentioned, engineering students use the Department of Military Science and the following departments which are assigned to the College of Arts and Sciences: Chemistry, Economics, English, Geology, Hygiene, and Mathematics. The needs of the College of Engineering require adequate facilities in these departments as well as in the technical departments. Their needs are set forth elsewhere; but it may be appropriate to state here that the College of Engineering would be especially helped by the provision of more space for the chemistry department; of a larger instructing force in the English department, so that more attention can be given to criticizing English composition and to giving instruction in public speaking; and of a larger instructing force in the mathematics department.

NEEDS

New Building. The greatest and most obvious need of the College of Engineering at this time is more space, the present quarters having become so crowded as to interfere seriously with the efficiency of instruction. It is also urgently necessary, as pointed out in all previous reports, to provide space in which to develop a mechanical engineering laboratory.

The need for additional space can be best met, as recommended in the last biennial report, by providing an additional engineering building. This building should be located as near as possible to the present engineering building, since both students and faculty would have occasion to use both buildings, and since it would be desirable to have various electrical circuits, piping, and similar services between the two buildings. To secure the necessary proximity, it might be best to construct the new building as a wing to the present building, joining it at the boiler room and extending parallel to the present shop wing. In any case, we believe that a much better and more substantial type of construction should be used than in the old building, as offering the greatest economy in the long run.

The most logical arrangement for the new building would seem to be one which would place in it all those laboratories that use machinery (aside from the shops, which already have a wing of their own). This would include the mechanical engineering laboratory for which no space is now available anywhere, together with the dynamo laboratory which is now housed in the old building, and perhaps also the hydraulic laboratory and the testing laboratory. The new building should also provide drafting rooms, which could be advantageously placed in a second story. The space left in the old building by moving out the dynamo laboratory and the drafting rooms could be utilized to very good advantage by the departments of civil engineering and of physics, both of which are seriously crowded in their present quarters.

To carry out this plan would require an expenditure of about $125,000. This figure is reached as follows: The present dynamo laboratory has total floor area of 2700 square feet (including store rooms, battery room, work shop, office, etc.), and it provides space for enough machines to work about 18 students in a laboratory section. It is now filled with about as many machines as can be crowded in, and does not offer space for installing other types, which should be provided. A new laboratory ought to have twice the capacity of the old one, to provide room for new machines, and make it possible to accommodate 36 students in a section—(a number which has been attained in our junior class, and seems likely to be attained in the senior class soon), and also to make room for apparatus for special courses which have not yet been developt, tho the demand for them exists. This would call for 5400 square feet for the new dynamo laboratory. The mechanical engineering laboratory should be of equal size. Both of these laboratories should occupy the ground floor, and together would require 10,800 square feet. A second story to provide drafting rooms and other necessary facilities would call for a building at least 30 feet high, and therefore having a volume of 324,000 cubic feet. In the type of construction thought advisablt, this would cost about 35c per cubic foot, making a total of about $113,000; allowing $12,000 for equipment, a grand total of $125,000 is reached.

It will be noted that the foregoing plan provides for the satisfaction of two entirely distinct needs, both of which have become pressing: (1) the provision of the mechanical engineering laboratory which has been needed for years, and (2) some relief from the crowded condition of the present engineering building. A building which satisfies only one of these needs would not relieve the other to any extent whatever. I believe that the former is the more pressing of the two needs, since it would correct an actual defect in our equipment—a detail in which we are not giving to the young men of Florida as good instruction as they can obtain by going to engineering schools outside of the State. But the latter need is also pressing since further growth of the engineering college enrollment is impossible until it is satisfied, as the full capacity of the present quarters has been reached already. We could, of course, shut our eyes to this situation, and allow the state to send increasingly large numbers of young men to the engineering college without providing room for them; but such a policy could result only in confusion, since the space would not be available for putting these men to work—the drafting room has space for only so many desks and is already in use continuously for one section after another with every place filled; and similarly with other facilities.

Clearly more space must be provided now, or else a limit must be put on the number of students to be admitted to the engineering college, or else we must face as a result of admitting numbers beyond the capacity of the college such a breakdown in its work as will be most injurious to its students and to its reputation.

Equipment. In addition to the small current alowances made to the different departments for adding to their equipment, there is need for special appropriations of large amount for equipment for certain departments. These needs have been set forth in previous reports, but have been only partially met, the following sums being still needed out of the original totals mentioned in the last report:

Department of Mechanic Arts, for foundry and for additional machinery for wood shop and forge shop	$14,000
Department of Civil Engineering, for hydraulic laboratory, and for testing machines, also for additional surveying instruments, to keep pace with the increased size of classes	$ 9,200
Department of Electrical Engineering, for testing equipment, used both for instruction and for calibrating standards for central stations thruout Florida	$ 1,000
Department of Mechanical Engineering, for equipment of mechanical engineering laboratory which has not yet been developed—steam engines, boilers, internal combustion engines, gas producers, testing instruments, etc	$ 8,500

In some cases larger sums are needed.

Slight increases in the allowances for current maintenance of the laboratories are required, on account of the increased number of students in the laboratories.

Teaching Force. With the increasing enrollment of students comes the need for increase in size of teaching force. Some additional instructors could be used to good advantage, but at present there is no room to set them to work, as the capacity of the present quarters has been reached. Since the new building could not be ready for use till the college year of 1926-1927, no new instructors are asked for for the first year of the biennium; but two additional instructors at $1800 per year each, are recommended for the college year 1926-1927, to be assigned to the departments of mechanical engineering and physics, respectively.

In order to bring the salaries of the more recently appointed faculty members into line with the regular salaries for their rank, in accordance with the usual policy of the University, the following increases are required:

Professor of mechanical engineering	$3250	to	$3400
Assistant Professor of physics and electrical engineering	2500	to	2700
Assistant Professor of mechanical engineering	2500	to	2700
Instructor in civil engineering	1800	to	2000
Assistant Instructor in physics (advanced to instructor)	1500	to	1800

I wish also to recommend that the present position of instructor in physics and electrical engineering at $1800 a year be changed to an assistant professorship at $2500 a year. The reason for recommending this change is because it has been found extremely difficult to attract to the $1800 position any men of the qualifications needed for the work of this position. I believe it requires a man having the Ph.D. in physics or equivalent training. It has been only by extremely good luck that we have succeeded in filling this position with a properly qualified man, who has taken it temporarily.

Non-Teaching Positions. I wish to repeat the recommendation of the last report for the appointment of a mechanician at $1800 a year whose duties should be the care and upkeep of machinery and apparatus. The college of engineering already has much valuable machinery, the proper upkeep of which requires a large amount of time. In some cases, it is not being well kept up, and that is poor economy in the long run. If there should not be enough of such work to fully occupy a mechanician's time at present, he could utilize the rest of his time to very good advantage in connection with other machinery on the campus, or on upkeep of the buildings.

The secretary of the College of Engineering has been receiving $1000 a year, while the secretaries for the other colleges receive from $1200 to $1500. I recommend the correction of this inequality by raising the salary of the secretary of the College of Engineering to $1400.

Respectftully submitted,

J. R. BENTON,

Dean.

For Detailed Budget of the College of Engineering see Table of Contents.

BIENNIAL REPORT OF THE COLLEGE OF LAW

To the President:

Following is my report upon the condition and needs of the College of Law.

GENERAL STATEMENT

Since the biennium ending June 30, 1922, the College of Law has taken several steps forward. Notwithstanding higher entrance requirements its popularity is unabated. Inquiries from students outside of the state have increased. There is a keen demand for our graduates which we have been able barely to meet. Practically all of them have located in Florida, assisting in its development through the active practice. Each year that the College has been a member of the Association of American Law Schools it has been represented at its meetings, different professors attending in order that the benefits of this national convention of legal educators may be more widely distributed. The College is "registered" by the Board of Regents of the State of New York and ranked as an "A" school by the American Bar Association, each classification being the highest given.

STUDENT BODY

The following has been our enrollment for the last biennium:

Session 1922-23	227
Session 1923-24	196

The enrollment of 1922-23, the largest the College has ever enjoyed, is explained by the fact that at this time there was a rush of students to avoid the entrance requirement of one year of academic college work, which became effective in the fall of 1923. The enrollment of 196 of the next year, however, without the artificial stimulus of scholarships and in the face of higher requirements is more significant, being additional evidence that the law is wanted for its own sake, and not because a degree therein can be acquired by less than four years of college study, as hitherto has been true.

A tabulation of law school registrations reported in October, 1923, was published in the December issue of the American Law School Review. A comparison of our registration with that of a number of other southern law schools at this time indicates that we are leading most of them in attendance.

University of Alabama	170
University of Arkansas	55
University of Georgia	128
Emory University	61
Mercer University	75
Tulane University	80
University of Mississippi	110
University of Missouri	109

University of North Carolina	124
University of South Carolina	142
University of Tennessee	60
Washington and Lee University	107
University of West Virginia	114
University of Florida	182

GRADUATES

During the last biennium the following degrees were granted:

1922-23, J.D........ 0, LL.B........ 21, total........ 21
1923-24, J.D........ 8, LL.B........ 20, total........ 28

More J. D. degrees were granted and more men were graduated at the close of the 1923-24 session than at any other session of the College.

LIBRARY

There are at present 6,730 volumes of law books in our library. Buying reports to the Reporter System, so in time we may have all the American cases, is expensive and prevents a better showing from the standpoint of volumes. It is essential, however, for such a library as a good law school should have.

It is obvious also that books call for book stacks. The ones we are using are made by the Art Metal Construction Company. The library now is in need of more stacks. Everything that we have been able to spare from "office fixtures" has gone into book stacks and also of necessity some of the appropriation for the "law library." I am recommending $4,000 for the biennium for the library and estimate that at least $1,000 will be used for book stacks.

FACULTY

The faculty consists now of five professors who give their entire time to teaching, thereby enabling the entire curriculum, amounting to ninety-four semester hours, to be given each year. Their names, degrees, and length of service at this College follow:

Harry R. Trusler, A.M., LL.B., fifteen years' service.
Clifford W. Crandall, B.S., LL.B., eleven years' service.
Robert S. Cockrell, M.A., B.L., five years' service.
Harry L. Thompson, B.S.C.E., J.D., one year's service.
Dean Slagle, A.M., LL.B., one-half year's service.

All of these men have had experience in the law practice. Professor Thompson came to us from the faculty of the Mercer Law School and Professor Slagle, who has had considerable teaching experience, came to us from the practice, taking the place of Professor R. A. Rasco, incapacitated on account of illness.

From letters received from the deans of other southern law schools I know that a movement to increase the compensation of law professors is going on. Florida's compensation of law professors relatively is not high. Rather than discuss salaries elsewhere, however, it may be more to the point to consider salaries in Florida. It seems not unreasonable that professors of long service in the State Law School should receive as much as circuit judges. The legislature has given them $5,000 per year. I am not going to ask for this sum, but I recommend that the three professors of longest service be raised from $3,600 to $4,000 per year and that the salaries of the others be increased to $3,600. Realizing the advantages of keeping satisfactory professors, I have asked for these younger men a salary that should enable us to meet the competition of other schools.

DEANSHIP

I recommend that the salary of this position be maintained at a level no lower than that of the other deanships of the University.

SECRETARY-LIBRARIAN

In my last report I stated the amount of work handled by this office and its indispensability to the College, recommending that the salary be made $1800 for eleven months' service. In a supplemental report, under date of April 20, 1923, I gave in detail my reasons for this recommendation. These reasons continue, and I renew my recommendation.

JANITOR

The college building has been kept clean by two half-time student janitors at $15 per month each. This aid has been very helpful to our needy students, but experience has shown that the building is not so promptly or so thoroughly cleaned as it would be with a full-time negro janitor. If higher excellency in janitorial service is desired, I recommend the appointment of a full-time negro janitor.

Respectfully submitted,
HARRY R. TRUSLER,
Dean.

For Detailed Budget of the College of Law see Table of Contents.

BIENNIAL REPORT OF THE DEAN OF THE TEACHERS COLLEGE AND NORMAL SCHOOL

To the President:

The following report of the condition, progress and needs of the Teachers College and Normal School is respectfully submitted:

GENERAL SITUATION IN THE TEACHERS COLLEGE AND NORMAL SCHOOL

In the report for the preceding biennium, three major requests were made. First, and by far the most important, it was earnestly requested that a more generous appropriation be made for the Summer School. Second, it was seriously suggested that Teachers College be made coeducational, at least above the Sophomore Class. Third, it was pointed out that the work of the Teachers College could be made much more effective if the University were placed on a quarter basis.

It was argued at that time that education is the state's wisest investment, and that trained teachers is the wisest part of that investment. It was shown that the number of white teachers in the state is about 6,000, that the average length of service of teachers is about three years, and, consequently, it becomes necessary to secure the services of about 2,000 new teachers every year. Following up this line of argument, it was shown that the teacher-training facilities of the state are not at all adequate to satisfy this demand. It was further shown that the Summer School is our one great opportunity for the training of teachers, and should not be neglected. Furthermore, it was proposed that the Teachers College should be made coeducational, since more than 85 per cent of the teachers of the state are women. Teachers College cannot enter upon the larger sphere of usefulness to which it aspires until it can reach a larger number of teachers. Coeducation, it was contended, would make this possible. Finally, it was thought that if the University were organized on a quarter basis, it would make it possible for teachers who are already in service to enter at more frequent intervals, secure training for a quarter, and return to the teaching service without seriously interfering with their employment. This seemed advisable because the schools of the state are irregular in their sessions. Some close at Christmas, some in April, some in June, and some about the end of the summer. If the quarter system should be adopted, the teachers of such schools would, so it was thought, find it much more convenient to enter the Teachers College for additional training.

These three propositions are as pertinent today as they were two years ago. In some respects, they are even more so. For the library in the near future will be moved from its present quarters and this will make at least seven additional classrooms available. Peabody Hall was donated with the agreement that it should be used for the training of teachers. To keep perfect faith with this bequest, it should at all times be used to its maximum capacity for this purpose. We can accommodate a greatly increased enrollment in Peabody Hall, as soon as these additional classrooms are available. Increased facilities for the Summer School, admission of women, the quarter system, would all be effective means toward the realization of the purposes for which the building was intended.

I shall not discuss the question of coeducation in this report. It has been a question in every biennial report for years. Doubtless, if the Board of Control had found it wise, and at the same time possible, the request would have been granted long ago. I merely wish to call attention to the following quotation from the Buckman Act, which makes coeducation in Teachers College permissible, and to state that I believe that the admission of women to classes above the Sophomore would materially strengthen the teaching profession in the state.

> "Sec. 313. (623) Qualification of students for Admission; Board May Change Requirements.—No student shall be admitted to the University of Florida who has not passed a satisfactory examination at some high school and through the twelfth grade as now established, or some other institution of learning having an equivalent of instruction to the twelfth grade . . . . No person shall be admitted to said university except white male students having the prerequisite qualifications to which the said Board of Control may add others in their judgment and discretion, except to the Normal Department thereof for the instruction and education of teachers; when both male and female students may be admitted to that department."

Nor do I wish to discuss the quarter system again, for a committee of the general faculty has been appointed to investigate the matter and their report is now before the faculty for disposition. We shall cheerfully abide by the decision of the general faculty. The Teachers College, however, earnestly recommends the quarter system.

THE SUMMER SCHOOL

As the needs of the Summer School are greater than those of any other division of Teachers College, they will be discussed first. It would probably be safe to say that scarcely anyone who is not directly connected with the Summer School has come to a realization of the important place which it holds in the University and the State. Because, by its very nature, teacher-training does not lend itself to sensational newspaper story or advertising, we cannot point to spectacular victories that we or any of our students have won, as can be done in athletic contests. We cannot point with pride to the great financial success of any of our students, because those who go into teaching do not usually realize much more than a living wage. We can, however, point with pride to the excellent quality of work which is quietly done by our students in numerous schoolrooms in every county in the State. As is the school, so is the nation.

The Summer School is doing excellent work and its influence for good is being felt and is rapidly increasing. Of this there can be no doubt. The college instructors who remain for the summer almost without exception assure me that the quality of work done in the summer is of higher grade than that done during the regular year. The report of the Librarian shows that there is a larger number of books in circulation and a larger number of students in attendance in the reading rooms during the eight weeks of the summer session than during an entire semester in the regular year. According to the Librarian's report, the reserve book circulation for the summer of 1924 was 23,149, as compared with 18,611 for the second semester of the year 1923-24. Also, the average daily attendance in the Library during the summer session was 1,223 as opposed to 704 for the academic year 1923-24. The Summer School is not a vacation school, but one in which most serious purposes abound. On the other hand, the Summer School, generally speaking, has come to be recognized as an annual event of real and increasing importance to higher education. Indeed, as the president of one of the larger mid-western universities is reported to have said:

> "To a college president, the summer school is the most desirable from many points of view . . . . There is more of a collegiate atmosphere about the campus. The pupils are there for business. Their presence is not explained by the song, 'We're here because we're here because we're here because we're here.'"

The Summer School is, to all intents and purposes, the University at work during the summer. The enrollment is nearly as large as during the annual session,—over 1,000 in 1923 and nearly 1,000 in 1924. A large number of these are teachers who are already in service, or students who are preparing to become teachers. It is the best time in the year when teachers who are already in service can secure training. As a matter of fact, it is the one time all over the United States when teachers seek to improve themselves. It is true, that the session is short, but this is all the more reason why the conditions under which the students work and the quality of instruction given them should be the best that can be had.

For these reasons, I immediately enter my plea that the training of teachers be given as high a recognition as that of any other class or profession. Such recognition is not given when the instructors in the Summer School are expected to teach on half the monthly salary received during the annual session. Those who attempt to train teachers should have had superior training themselves, and be able to impart their knowledge and enthusiasm to others. Yet in the summer, when the training of teachers has its greatest opportunity, so little regard is had for the training of teachers, that college instructors have been expected to teach on half the monthly salary that is received during the winter months. There is no wonder that it is so hard to secure adequate appropriation for our schools everywhere when we ourselves hold the very foundation of education, the trained teacher, in such low esteem. The work in the summer is just as important and just as difficult, as in the winter. In some instances, it is even more so. It is here contended that the salaries should be on the same basis as that which prevails in the regular year.

Furthermore, it is not fair to offer inferior instruction to members of the teaching profession, who come here from summer to summer anxious to improve their teaching ability, and are even willing to give their lives to the schools of the state. Such teachers deserve the best that can be had at any price.

This cannot be done, however, under the present circumstances, especially when it becomes necessary to go out of the state to secure instructors, and it is inevitable that we must at times do so. This is true more particularly in the Department of Education, because the faculty of Teachers College cannot possibly offer all the courses in this department for which there is a demand in the summer. The distance to Florida from most points is great and the railroad fare alone very materially cuts into the small salary offered. Therefore, satisfactory instructors cannot be had on the small salary offered. Furthermore, other schools are paying more than we do and we cannot hope to compete with them for educational talent on an equal footing unless we pay as much as they do. A short time ago I received a letter from Dr. J. C. Dawson of Howard College, in which he says: "I think I told you that I was expecting to go to Colorado to teach History of Education for five weeks at $100.00 per week." Again, let me quote from a letter from one of the applicants for a position for last summer: "I feel that the compensation which you offer is very small, especially in view of the fact that several of my friends are going out, one to Emory and one to Virginia Universities, at $700.00 and $800.00, respectively."

Believing, then, as I do that the importance of the Summer School cannot be overestimated, and that its needs are greater than those of any other division of the Teachers College, I am asking for a material increase in the appropriation over what was granted at the last session of the Legislature. I recommend that beginning in the summer of 1926, the Summer School be increased to twelve weeks, dividing the session into two terms of six weeks each. The University, at least the Teachers College, should be in session the entire year. The lengthening of the Summer School and dividing it into two sessions, as indicated above, would probably make it possible for us to reach at least 50 per cent more teachers than we are now reaching. The lengthening of the Summer Session from eight to twelve weeks would make it possible for us to keep the University buildings in use a greater amount of time. The interest on the money which is invested in buildings and grounds is quite an item, and were we to measure our output by the same standards that are used in manufacturing establishments, it would be found to be a considerable loss to permit the University buildings to remain idle.

For the session of 1925, however, I am asking that the session remain at eight weeks instead of twelve, because the appropriations are usually made so late in the session of the Legislature that it would not give adequate time to make the necessary preparations for carrying the plan into execution in 1925. The Summer School opens about the time that the appropriations are usually made, and it would be well nigh impossible to make proper adjustments so quickly. The best economy is always to use the present resources. The plan here proposed is intended as a device for the use of the buildings and grounds to their maximum capacity.

Another consideration which would seem to justify us in asking for the twelve weeks summer session is that students who wish to complete their four years college work in three years would save a considerable expense. There would probably be as many as 500 students in a very short time who would be saving from a year to a year and a half on their college courses by continuous attendance at the University. This would mean a saving to them of from $350 to $500 each, which multiplied by 500 is quite a sum. It can, therefore, be seen that with a small increase in appropriation, a great saving to the young men and women of the state can be accomplished.

If it were not for the fact that the salaries in the Summer School have always remained at about 50 per cent of the monthly salary received during the annual session, it would hardly seem necessary to argue the point that those who teach in the Summer School should receive salaries commensurate with the salaries received at other times during the year. As stated above, the work is as difficult, it is of as high grade, the weather is more disagreeable than at any other time of the year. I am, therefore, asking that the monthly salary of the Summer School teachers be placed at $300 per month, or $600 for the eight weeks session in 1925, and $900 for the twelve weeks session in 1926.

NEW POSITIONS IN SUMMER SCHOOL

In the proposed budget for the Summer School, several items appear which did not appear in the preceding budget. Some of these, however, have in previous years been provided for out of the funds of the State Department of Education, but as additional instructors thus called for will do work of college rank, it seems to me better to include them in the University budget and let those who will do work of a review nature be paid out of funds from the State Department. I am asking for two professors of English this year instead of one as heretofore. As a matter of fact, we have had two professors of English in the past, one of whom was provided for by funds from the State Department of Education. His work has been of college grade, however, and should be scheduled accordingly. I am asking for one professor of Ancient Languages. In the past years, this has been supplied by the State Department. The same argument applies here as above.

I am asking for one professor of Applied Sociology, Community Organization and Citizenship, which has not heretofore been granted.

I am doing this because during the preceding summer under the direction of Dr. L. M. Bristol, a considerable amount of enthusiasm and interest has been aroused in questions of this kind and a Chair should be established in addition to the now existing professorship of Sociology and Economics. Dr. Bristol brought to the University a number of outstanding people who stayed for a short time, delivered a series of lectures, and had to return to their homes because of the lack of funds. Citizenship is one of the prime objectives in Education, and it seems to me this department should be featured.

An additional professor of Chemistry is requested. As a matter of fact, we have had one professor of Chemistry and a part time professor of Chemistry, the latter being paid out of the funds of the Department of Education. The Chemistry Department has grown to such an extent that it requires the full time of two professors to take care of this work adequately.

There is need for two professors of Biology. One of these has been paid out of the funds of the State Department for the past biennium, and I am asking for another because a new requirement for the first grade certificate makes it imperative that a considerable amount of Biology be offered to satisfy the demands for this advanced certificate.

I am asking for one professor of Coaching, which has not been granted before, because we have more calls for teachers who can also coach than we have for any other subject in the curriculum. Usually they want someone who can teach one or two subjects and coach athletics. During the past two summers, we have attempted to offer coaching, but have had to pay the professor who taught this subject an inadequate salary from the student fees, which were never intended to remunerate the teaching staff. This department, I feel, should certainly be encouraged.

A Director and Professor of Smith-Hughes Vocational Education is requested. Every summer there has been a demand for this type of work, but we have been unable to offer it. The demand for teachers of Vocational Education is increasing and this is the only place in the State where preparation is offered for this type of work.

I am asking for one assistant professor of Educational Psychology. In the past two summers, we have not been able to offer all the courses for which we had great demand, and the courses which we did offer were so over-crowded that additional classes had to be organized and given to other instructors who could best spare the time. I am placing his salary at $400 for the first summer and $600 for the second summer.

I am asking for two additional professors of Education, because we have not been able in the past to offer nearly all of the courses in this subject for which we have had a demand, and also because the classes in those which we did offer have been over-crowded. I am also asking for funds to pay two teachers in the Demonstration School. This school is run in connection with the University, and it is planned that the correct methods of teaching may be observed by those preparing to be teachers. It is necessary for us to secure the services of the very best teachers that we can find to offer this work. To begin with, I am putting their salaries at $200 a month, or $400 for the session.

There is need for funds with which to pay one Director of Social and Religious Life of the women on the campus. Perhaps nowhere else in the whole Summer School is there such a need for improvement as in this phase of our work.

I am asking for $750 with which to pay special lecturers to come to the University. Every summer school that I know of in the United States secures the services of some noted lecturers and musicians during the summer. We have not attempted to do anything along this line until the past summer. We made a good beginning, but could not do very much on account of a lack of funds.

There is urgent need for a Director of the Employment Bureau. The work of this Bureau consists in finding teachers for vacancies and vacancies for teachers. To show in greater detail what the work of the Bureau means to the University, I shall quote from a report of the Employment Bureau:

> "There were in the office 22 county superintendents, 12 school board members and thirty high school principals. Many of these came two or three times in their search for teachers. Each superintendent was seeking a good number of teachers. The range was from ten to thirty. An estimate of nine to the superintendent is very conservative. We know that two secured over thirty each, and several over twelve each. These facts apply to the principals and school board members also. It simply was impossible to get accurate data before they left the ground.
>
> "The grand total of yearly salaries of teachers placed by the Employment Bureau was $324,675.00. If the Employment Bureau charged a five per cent commission as is the custom over the country where bureaus are run on a commercial basis, our earnings for the summer on the above business would be $16,233.75."

I feel that this record justifies the employment of a full time Director.

THE WINTER SESSION

The prospects for the winter session of Teachers College are brighter than they have been for some time. The enrollment for the 1923-24 session reached 119, the highest it has ever been, and already as this is written early in the session of 1924-25, the grand total for 1923-24 has been passed by the early registration. What is still better, all but about a dozen of these are of college rank. Formerly a large part of the enrollment of Teachers College was in the Normal Department, that is in the two years of high school just prior to the freshman class, but now nearly all the registrants are regular college students. We believe that this is an indication of progress. This does not mean, however, that the classes in the Normal Department have dropped off in proportion to the decrease in registration. So far as I can tell, the classes are as large as ever, but they are now composed of students who are registered in the freshman class, but who are compelled to make up a deficiency of one entrance unit, which is allowed by our registration.

SCHOLARSHIPS

The increase in enrollment is partly, though not entirely, due to the scholarships which were awarded at the last Legislature. At that time, a law was enacted granting two scholarships to each county, one to a student in the University of Florida and one to a student in the Florida State College for Women. Last year forty-five counties took advantage of these scholarships and sent a select number of students to the University. This law is the most favorable bit of legislation to Teachers College and teacher-training that has been passed for a decade. We can now confidently expect in a few years to supply the demand for trained school men in the more important principalships and administrative positions, and it is hoped that these scholarships will be continued indefinitely.

DEGREES GRANTED DURING THE BIENNIUM

During the biennium which has just ended, thirty-two degrees and 13 normal diplomas have been granted. Our graduates now hold positions as principals of the larger school systems such as Lake City, Palatka, Leesburg, Live Oak, Panama City, Tallahassee, Dania, New Smyrna, Bradentown, and many others of similar rank.

CHANGES IN THE FACULTY

There have been no changes in the Teachers College Faculty during the last biennium. On account of the crowded condition in the Department of English, especially in the Freshman course, however, we have kindly permitted a member of the Teachers College faculty, Professor W. A. Little, to teach some of the courses for that department. In the preceding biennium, the English Department found itself very crowded and at that time we made arrangements by which Professor W. B. Hathaway did a great part of his teaching in the English department. It is to be hoped that sufficient appropriation will be made so that in the future we may have the full time services of the teachers in our College.

THE NEEDS OF TEACHERS COLLEGE

Teachers College, not including the Summer School, is not asking for a very great increase in its appropriation this year. The principal items are as follows:

1. I am asking for an increase of $80.00 per year in the salary of my secretary. The work has been especially efficient and faithful, and as her duties are very heavy, especially during and in preparation for the Summer School, I feel that she deserves this small increase.

2. For Professor Little, I am asking an increase of $200.00 the first year and $300.00 the second year,—that is, an increase from $2500.00 at present to $2,700 in 1924-25 and $2,800 in 1925-26.

3. For the past five years, the General Education Board has been kind and generous enough to pay the salary of our Professor of Secondary Education and High School Visitor, but this arrangement will come to a close on June 30th, 1925. Unless we can renew the above arrangement, it will be necessary for the State to supply the funds for the perpetuation of this Department. I feel that the experiment has been a success and that the work has been efficient and beneficial to the schools of the State. I earnestly desire that this department be continued and I hope that it will be possible to do so.

4. It is recommended that Professor Day's salary be increased to $3400. He entered as full professor at a salary of $3000 and has been here three years. According to the rules of promotion, he should have been increased $100 a year for the last three years, and at the present time should be receiving $3300. He is now in the fourth year and at the beginning of the new biennium he should be entitled to the increase in salary indicated. I take pleasure in referring to Professor Day's report, which is appended hereto.

5. It is expected that after another year the Library, which is now housed in Peabody Hall, will be moved to the new Library Building. This will leave a considerable amount of space to be used for other purposes. I have gone over the building very carefully and find that it will be possible to construct out of this space about seven new classrooms. It will be necessary, however, to ceil three rooms and to erect four partitions, and equip the rooms with seats and blackboards. The estimated cost would be about $2500. The University is very much in need of additional space, both during the winter and the summer. I feel that this is, therefore, a very important item.

GRADUATE WORK

At a meeting of the Faculty of Teachers College on April 14th, 1924, the following recommendation was unanimously passed and was sent to the President of the University. We believe this would be a great improvement and that it would be well to act upon it as early as possible. The recommendation reads as follows:

"We, the Faculty of Teachers College, heartily recommend that a Graduate School with a Dean at its head and a faculty composed of professors who offer graduate courses, be provided for in the forthcoming budget. We believe that this arrangement will be better than the present one,

"First, because the graduate work could then be carried on much more advantageously in the Summer School than at present. We have something like fifty students who are graduates of other institutions to register in the Summer School. For the past four years it has been very difficult to arrange courses for them. Under the present arrangement, too, graduate work in the Summer School is somewhat of a 'stepchild' of the Graduate Committee, since substitutes must be appointed for members of the Committee who will not be on the campus, and a unanimous agreement is necessary on all matters that come before it. We believe that the Graduate School should have, as one of its prime purposes, the offering of graduate work to the teachers of the State in the Summer School.

"Secondly, we believe that the proposed arrangement will be better because the men who offer the courses could then be present at all deliberations that are concerned with their work. This would enable them to keep themselves informed as to the policies and plans of the graduate work, and also it would offer them the opportunity to participate in the formulation of policies."

TEACHER TRAINING IN HIGH SCHOOLS

At the last session of the Florida Legislature, a bill was passed by which a First Grade Certificate valid for teaching in the first ten grades for five years might be granted to those who had completed the prescribed course for teacher training high schools. It would seem reasonable to grant the same privilege to the Teachers College upon the completion of a similar amount of work, but at the present time a First Grade Certificate cannot be granted to anyone who has attended the Teachers College, regardless of the amount of work which he has done, either in high school or in college. I believe that we should make a request of our State Superintendent and the Committee on Education in the next Legislature to extend to the Teachers College the same privilege of granting a First Grade Certificate when a student has completed a course which may be prescribed by the State Board of Education. This would be an inducement for graduates of high schools where there are no special teacher training courses offered to continue their education with a view to the attainment of the more advanced certificate. According to the present law, it is impossible to establish more than one teacher training high school in a county. Some counties have as many as six or even eight high schools from which we receive students at the University, both during the regular year and during the Summer School.

PUBLICATIONS DURING THE BIENNIUM

During the biennium, the following publications have appeared:

1. Fulk, Joseph R. The Municipalization of Play and Recreation. The Beginnings of a new institution. 1922. 105 pp.
2. Fulk, Joseph R. A Study of the Smaller Elementary Schools of Florida. University Record, vol. XXVIII, No. 4, February, 1924. 67 pp.
3. McArthur, Gertrude. A Study off the Conditions of the Rural Schools of Pensinsular Florida. University Record, Vol. XVII, No. 4, November, 1922. Joseph R. Fulk, editor.
4. Roemer, Joseph. Report of the Commission on Accredited Schools of the Association of Colleges and Secondary Schools of the Southern States, Joseph Roemer, Secretary. Reprint from High School Quarterly, Bulletin No. 10, January, 1923. 22 pp.
5. Roemer, Joseph. Report of the Committee on Deans' Reports for 1921-22. Reprint from High School Quarterly, Bulletin No. 10a, January, 1923. 18 pp.

6. Roemer, Joseph. Report of the Commission on Accredited Schools of the Association of Colleges and Secondary Schools of the Southern States, Joseph Roemer, Secretary. Reprint from High School Quarterly, Bulletin No. 11, January, 1924. 22 pp.
7. Roemer, Joseph. Report of the Committee on Deans' Reports for 1922-23. Reprint from the Proceedings, 1923. May, 1924.

I beg leave to append hereto an itemized statement of the proposed budget for the Teachers College and Summer School for the next biennium, and also a written report of Professor J. W. Day, Director of Smith-Hughes and Vocational Education.

Respectfully submitted,
J. W. NORMAN,
Dean.

For Detailed Budget of the Teachers College and Normal School, see Table of Contents.

Dean J. W. Norman,
Teachers' College,
University of Florida.
Sir:

Herewith I submit some facts relative to my work in the Department of Agricultural Education for the last biennium:

The function of the Department of Agricultural Education is to train teachers of vocational agriculture for the Smith-Hughes departments of the high schools of the state, and during the last two years nineteen men have taken sufficient work in the department to qualify as Smith-Hughes teachers.

The enrollment in the various courses given by the department was as follows:

	1922-23	1923-24
Education VIIIa	8	14
Education IX	6	14
Education XVIa	12	5
Secondary Vocational Agriculture a	12	12
Education VIIIb	7	14
Education XVIb	12	6
Secondary Vocational Agriculture b	12	11
Total	69	76
Total for the biennium		145

Facilities for the observation of teaching, or for supervised teaching, are provided by transporting a class of boys from the local high school to the University, where they are given instruction in vocational agriculture. Part of their instruction is imparted by the teacher-trainer, and the remainder by teacher-trainees under the supervision of the teacher-trainer. The high school class is conducted as are the classes in the high school departments of vocational agriculture of the state, the members of the class maintaining a land laboratory plot and carrying home projects. In this way, the teacher-trainees are brought in intimate contact with the type of work for which they are preparing.

Much attention was given during the biennium to the improvement of teachers in service. During the session of 1922-1923, the teacher-trainer visited twenty-two of the high schools of the state that were maintaining departments of vocational agriculture, and during the session of 1923-1924 he visited twenty-six such schools. In this visitation an effort was made to assist the local teachers to solve their problems and to improve their teaching. Close contact was maintained with the teachers in service, too, through their monthly reports, plans of teaching activities, and other reports. Suggestions for improvment of their work were sent to them when needed.

The teacher-trainer assisted in conducting the Vocational Agricultural Education Section of the Florida Education Association at St. Petersburg in 1922 and appeared on the program of the Science Section at the same meeting. He participated in the Southern Regional Conference on Agricultural Education at Richmond, Virginia, in January, 1923, and at Orlando, Florida, in February, 1924. He assisted in conducting State and Sectional Conferences of the Florida teachers of vocational agriculture at Gainesville in August, 1922, April, 1923, August, 1923, and March, 1924; and at Plant City, Florida, in September, 1924.

The teacher-trainer has assisted, also, in editing the Florida Vocational News, and the section on vocational education of the Journal of the Florida Education Association.

Respectfully,

(Signed) JAMES W. DAY,
Professor of Agricultural Education.

DIRECTOR'S BIENNIAL REPORT,

AGRICULTURAL EXPERIMENT STATION

To the President:

I have the honor to submit the following report of the work and status of the Agricultural Experiment Station for the biennium ending June 30, 1924, together with budgets, or estimates, setting forth the needs and requirements of the Agricultural Experiment Station and its divisions, for the biennium beginning July 1, 1925.

Respectfully,
WILMON NEWELL,
Director.

AGRICULTURAL EXPERIMENT STATIONS

(Research Division)

There are now four experiment stations in active operation under, and as a part of, the College of Agriculture. These are the main Experiment Station at Gainesville, the Citrus Station at Lake Alfred, the Tobacco Station at Quincy and the Everglades Station at Belle Glade. These stations are not regarded as separate and distinct "institutions" but rather as branches of an experiment station system in which all lines of work are coordinated as far as possible and the expenses of operation reduced to the minimum. There are no "directors" in charge of the branch stations, all of them being supervised by the director of the main station at Gainesville. In like manner, each department head in the main station plans or supervises the work in his particular line at the branch stations. The latter are, however, provided with competent resident foremen or superintendents who care for the property at all times, supervise labor and carry out in detail the investigations planned by the Experiment Station staff, most of whom have headquarters at Gainesville.

Research work is as necessary a function of a university as is the giving of instruction. One thinks of a university or college as a storehouse from which knowledge is being ever disseminated. However, no storehouse can forever give up its contents unless the stock is replenished and, what is of more importance, made of such a nature that it meets the increasing and changing needs of the times.

Agriculture is each year more and more in need of the results of scientific research. If students are to go out from the College of Agriculture equipped for successful farming and fruit growing they must be prepared to meet the particular problems involved in Florida agriculture. Many of these problems have not been solved and cannot be except by intensive and thoro work by the experiment stations.

The prosperity of the farmers, from year to year, is largely dependent upon the knowledge evolved by the experiment stations. Some of the crops now grown in Florida were introduced or developed by the Experiment Station, while others could not be successfully grown without the methods, developed by the Station, of combating the insects and diseases which affect them.

The Experiment Station is also the main source of information needed and used by the county agents in their work thruout the State.

Increases in funds available for the Station, made possible by the generosity of the State Budget Commission and the last Legislature, have resulted in a marked expansion of Experiment Station activities during the last biennium. Valuable results have been obtained from the work under way, the number of publications has increased and the staff of investigators augmented. At the same time, the demands upon the Station have increased with greater insistency. More citizens of the State are recognizing in the Experiment Station an institution of service and are not only demanding agricultural bulletins by the thousands each year, but are asking that the Station increase its facilities and investigate problems with which it has not heretofore concerned itself for lack of appropriations. Included under this head are investigations of livestock-diseases, soil, forestry and cotton investigations and a much wider range of horticultural investigations than has thus far been possible.

In making appropriations for an experiment station, the State is investing its money primarily in the time, brains and ability of the investigators. The quality of their service and the results they secure determine what return the State gets on this investment. The greatest factor in the efficiency of a research institution is, therefore, found in the loyalty, enthusiasm and industry of its employees. Your director believes that every member of the staff of the Florida Experiment Stations meets all of these requirements and is giving his best to the institution. It is no more than fair that your attention be called to the fact that these workers are discriminated against in the matter of salaries. The Experiment Station employees must have as much training and ability as men of corresponding rank who teach in the University. The latter now receive higher annual salaries for teaching from nine to ten months of the year than do the Experiment Station workers who are on constant duty from eleven to twelve months. In all fairness, recognition should be given to the longer service—with no less exacting duties—of the Experiment Station staff and their salaries adjusted accordingly.

It is felt that the establishment of the three branch experiment stations for the study, respectively, of citrus, tobacco and Everglades problems, was a wise investment by the State, as conditions for the particular investigations involved do not exist at Gainesville. It is felt, at the same time, that there is not, at present at least, any good reason for the establishment of additional branch experiment stations. Establishment of a branch experiment station requires an investment of several thousands of dollars in land, buildings and maintenance expenses before any returns, in the form of research results, are available. Where it seems advisable to study specific problems at points distant from Gainesville, your director is of the opinion that such projects can be successfully followed by the establishment of field laboratories, more or less temporary in character, which do not require the State's investment in land or buildings and which, therefore, yield the maximum of results for the money expended. During the last biennium two such field laboratories have been established, one at Hastings for the study of Irish potato diseases and one at Cocoa for the study of citrus blight.

In the following sections are presented, as briefly as possible, the essential accomplishments of the various departments and branch stations during the last biennium and, in accordance with your instructions, an estimate of their financial needs for the coming biennium, due regard being had for economical handling of the work and, at the same time, for meeting the needs of Florida's rapidly expanding agricultural industries. For a more detailed account of the Station's work, you are referred to the bulletins of the Station and the annual reports for the fiscal years ending June 30, 1923, and June 30, 1924.

I. General

There are certain general expenses of the Experiment Station, which are most economically handled thru the director's office. These include repairs and upkeep of office and laboratory building, fuel, electric current, gas, janitor service, printing, stationery, postage, express, freight, telephone and telegraph expenses, as well as the salaries of director, secretary and some of the stenographers.

With four experiment stations and two field laboratories in active operation, the amount of administrative and clerical work is considerable. A careful record is kept of all requisitions for supplies, all bills are carefully checked before vouchering, as are also all labor payrolls and vouchers. Records are kept of all plants and trees received, thousands of letters are answered and all records, correspondence and documents kept filed and indexed. Valuable time on the part of staff workers and employees is now being saved thru the recent installation of a private telephone system in the main station building, which is also connected with the horticultural greenhouse and the dairy barn. By its use much traveling up and down stairs, between offices and between the office building and on the outside grounds is avoided.

The demands for bulletins on various agricultural subjects have been greater than ever before and the Station's stock of bulletins, printed in previous years, is nearing exhaustion. Of 171 bulletins published by the Station to date, all but 48 are out of print and not available to the public. Unless much of the past work of the Station is to be figuratively buried and made useless to the people, because unavailable in printed form, provision must be made for making reprints of the more important of these bulletins. The amount ($3000 per annum) allowed in the current budget for printing, has been only sufficient to print, in limited editions, the last two annual reports and the current results of the Station's investigations.

The Experiment Station editor edits all bulletins, press bulletins and annual reports of the Station. In addition, he edits all bulletins and annual reports of the Agricultural Extension Division and prepares each week an agricultural news service which is sent to all newspapers of the State. He is also professor of agricultural journalism in the university and personally teaches all classes in this subject. This amount of work is much in excess of what one person can do properly, no matter how competent or industrious he may be. On account, particularly, of the steadily increasing work in the Experiment Station, the services of an assistant editor are badly needed and should be provided for.

A great deal of work is required in the preparation of photographs, drawings, prints and maps for the illustration of Station publications. Appropriations heretofore have not permitted of the employment of a photographer or artist and this work has been performed by the authors of the various bulletins and publications. This is by far the most expensive way of securing illustrations and your director recommends that provision be made in the coming budget for an illustrator who can not only make the necessary photographs but who would also be competent to make the needed drawings and illustrations for Station publications.

With increased activities and personnel in the four experiment stations, valuable results from the research work are rapidly becoming ready for publication and the Station can probably publish, during the next biennium, more than twice as many bulletins as during the biennium now closing. Reference is not made, in this connection, to compiled bulletins, but exclusively to new and original information and results obtained by the Station investigators. The state has expended money in getting this information but it will be valueless to the public unless placed in printed form for distribution to those who can profit by it.

With the increase in work in all departments, the shortage of land for experimental purposes has become acute. More land is needed for horticultural, grass, forage crop, pasture and field crop experiments. This cannot be obtained on the present University property without the destruction of tracts of virgin forest, tracts which it is of the utmost importance to retain in their present condition for future use in connection with the study of conservation, forestry, botanical and biological problems. The immediate purchase of additional land for the Experiment Station is most urgently recommended. Unless such purchase is made, the Station's work with horticultural and feed crops will soon be curtailed or the Station obliged to lease land—perhaps several miles distant—the operation of which would call for large expenditures of time and travel. Within a comparatively short time, all available land adjacent to the present University holdings will be utilized as city property. If land is to be secured, contiguous with the present property, it must be purchased without delay.

Because of the pressing nature of research work, only such expenditures as were absolutely necessary have been made on repairs to the main Experiment Station building. Much difficulty has been experienced with roof leaks and with clogged or defective pipes, and repairs on the building during the biennium have consisted, in the main, of attention to these troubles. The woodwork of the building has not been painted for years and the plastering has reached such a condition that replastering of the entire building is advisable. For the comfort and increased efficiency of the workers, the doors and windows should be screened.

Attention is called again to the fact that the employment of a skilled mechanic for general repair work in the Experiment Station laboratories and on the Station farm will result in a marked saving in repair bills, as compared to the present expensive method of employing carpenters, plumbers, painters and brick masons from time to time. There is ample work of this character to keep one man fully employed and it is recommended that provision be made for such a workman.

II. Mailing Department

The mailing department is equipped with multigraph, mimeograph, stencil-cutters, addressograph and mailing lists for various purposes. This department prints and mails all circular letters of both the Station and Agricultural Extension Division, mails all bulletin issues, cares for the stock of bulletins on hand and, in addition, prints many forms and report sheets at a material saving over commercial printing prices. Part of the salary of the mailing clerk is defrayed by the Agricultural Extension Division. The other expenses of the department consist of stationery, ink, stencils, type, ribbons, extra labor in rush periods, etc.

III. Horticulture

A—Test Grounds

On October 2, 1922, Harold Mowry commenced work as assistant horticulturist in charge of the horticultural testing grounds at the main Station, succeeding Gustav Umlauf, deceased. Mr. Mowry has pursued his work with energy and enthusiasm, with the result that many needed repairs have been made, important additions made to the equipment, many new and important experiments inaugurated and a comprehensive record system installed.

Rather extensive tests have been made in methods of propagating the tung-oil tree, as have also observations on the yield of grove trees and methods of handling tung-oil tree groves. The tung-oil tree is a plant introduced from China by the United States Department of Agriculture. From its seed is made "wood-oil," a necessary ingredient of waterproof varnishes, flat wall paints, oilcloth, linoleum, etc. The United States imports annually 80,000,000 pounds or more of this oil. Largely as a result of the encouraging results of the Station's work with this plant, a company has been organized recently, the stock being held by about 70 paint and varnish manufacturers, for the commercial production of tung-oil seed in Florida. This company recently planted about 25,000 of these trees near Gainesville. It is believed that the Experiment Station's work along this line has paved the way for the addition of a new farm crop of value for Florida. A bulletin (No. 171) has been issued by the Station, dealing with the tung-oil tree and its cultivation.

The beginning of a test vineyard was made during the winter of 1922-23 and since has been enlarged until it now contains 62 varieties of bunch grapes and 14 varieties of the Muscadine type. Those of the bunch type are, with few exceptions, hybrids. Growth of the different varieties last season varied from a few inches to 20 feet. Of the 44 varieties planted in January, 1923, 32 have set fruit this, their second, season. A wide difference in susceptibility to disease is noted in the different varieties and, on the whole, much valuable data on grape culture are being secured.

Other experiments in the testing grounds include the testing of varieties of Satsuma oranges on several stocks, testings of various kinds of blackberries, raspberries and their hybrids, various experiments with pecans, persimmons, pears, hardy avocados and ornamental plants and shrubs. In addition, new plants introduced from abroad by the United States Department of Agriculture are constantly being received and planted for determining their usefulness and adaptability.

The horticultural testing work is severely handicapped by lack of sufficient land and must shortly cease to develop, unless more acreage is made available.

The greenhouse, in which plants subject to frost injury are kept in winter and in which propagating work should be carried on thruout the year, was built many years ago. It is entirely too small for present needs, the boiler room is frequently flooded and the building is actually falling down from old age and decay. It has passed the point where it can be maintained longer by tedious and expensive repairing. A new greenhouse is necessary.

B—Pecan Investigations

The first specific provision for pecan investigations by the Experiment Station was made in the form of a special act (Chapter 9200) of the 1923 Legislature. This act authorized the investigation and study of pecans and other nut-bearing plants and appropriated for the purpose $15,000 for the biennium ending June 30, 1925. As soon as this act became effective the Board of Control began searching for a competent and experienced person to conduct the investigations and found one in the person of G. H. Blackmon, formerly assistant professor of horticulture at the Agricultural and Mechanical College of Texas and for several years engaged with one of the largest pecan nursery and grove companies of the South. On August 13, 1923, he was elected by the Board to the position of pecan culturist. He began work on September 4, 1823.

Mr. Blackmon immediately commenced a study of the pecan industry of the State to determine the nature and extent of plantings already made, the adaptability of different varieties to the various soil types, insects and diseases to be contended with, etc. This work was promptly supplemented by the inauguration of cultural and variety experiments at Gainesville in cooperation with the assistant horticulturist. The small pecan planting in the horticultural grounds was augmented by additional varieties and an entirely new grove of seven acres was planted in the winter of 1923-24, together with a nursery for the production of propagating material and varieties of rootstocks. Some English and Japanese walnuts also were planted.

Pecan fertilizer tests, previously inaugurated by the Station chemist in cooperation with growers, were enlarged and added to, cooperation between the pecan culturist and the chemist being continued. There are at present 10 of these fertilizer experiments under way, distributed thru seven counties. An experiment was started in Bradford County to determine methods of controlling the disease known as pecan rosette.

It has been possible, out of the appropriation for this work, to provide for a limited amount of laboratory and field work on pecan diseases. R. E. Nolen, a graduate student, has devoted his time and efforts, under the direction of the Station plant pathologist, to a study of pecan diseases and, in this connection, has conducted a spraying experiment in Duval County in the control of pecan scab.

A study of pecan insects is also being made in cooperation with the Station's department of entomology.

Tests of various cover crops for pecan groves are being made in cooperation with growers in five counties.

A bulletin (No. 170) has been issued on "Top-Working Pecan Trees," as well as have press bulletins on transplanting, cultivating and spraying pecan trees.

Provision should be made for a continuation of the work so auspiciously started and, at the same time, provision should be made for greatly enlarging the fertilizer, variety, disease and insect investigations, to the end that many pecan groves now unprofitable may be made profitable thru top-working to proper varieties, thru the use of right fertilizers and grove methods and thru the control of insects and diseases. Investigations along all of the lines indicated is necessary in order to secure the knowledge with which to accomplish this result.

C—Other Horticultural Work

In addition to the investigations just described, experiments with citrus are being carried on at the Citrus Experiment Station at Lake Alfred. These are mentioned in the paragraph regarding that station. The chemist is conducting a study of dieback of citrus and the Entomological and Plant Pathological Departments are giving as much attention as their facilities permit to the diseases and insects of horticultural crops.

It is believed that the Station has made, and is now making, a creditable showing in horticultural work with the resources at its disposal. The fact remains, however, that horticulture is the greatest single agricultural industry in Florida and the Station is by no means doing its full or proper part in assisting and developing these activities and making them more profitable.

The Station's work with citrus is far from being as comprehensive as it should be. The citrus experiments now under way, tho valuable, are relatively simple and do not reach the big fundamental problems of the industry.

Truck raising is one of the great industries of Florida and is fraught with many risks and beset with almost untold difficulties, yet the Experiment Station has no truck-growing specialist on its staff and is conducting no investigation whatever in the adaptability of truck crops to various soils and to drainage conditions and is making relatively few variety or fertilizer tests with such crops.

New and promising horticultural industries are springing up in Florida and promising to yield excellent financial returns to its citizens. Included under this head are avocados, mangoes, bananas, grapes, bush fruits and blueberries. Bulb growing in Florida, if given proper assistance and help from the Experiment Station, might come to rival the bulb industry of Holland. The Satsuma orange industry in northern Florida is not likely to succeed until some of its problems have been solved by the Experiment Station. The Station is doing practically nothing for these industries and can do nothing within the limits of its present budget. Needed information on all of these crops, as to propagation, culture, varieties, fertilizers, marketing, etc., is being sought by private individuals thru the expensive hit-or-miss plan of experimentation. The Station is, in fact, trailing along behind in these developments, gathering up such fragments of information as it can from the experiences of others. It should properly be leading and guiding in their development instead of following.

Plant-breeding work is sorely needed, in order to develop varieties, rootstocks, etc., adapted to Florida conditions or to resist diseases. This applies to every horticultural product in the State. The magnitude and value of Florida's horticulture, together with the wonderful possibilities for the development of new horticultural crops, certainly justify the investment by the State in a strong and well-supported horticultural research department in the Experiment Station. It is recommended, therefore, that the Horticultural Department be materially strengthened and enlarged. Provision should be made for a head of this department, in the person of a well-trained and experienced investigator: this is advisable even for a better correlation of the present horticultural activities of the Station. Provision should be made for one high-class assistant to be engaged exclusively in the investigation of truck-crop questions and another assistant for the study of ornamental plants and new horticultural crops, together with the necessary stenographic help and office equipment.

IV. Chemistry

Studies of dieback of citrus trees and of food requirements of citrus trees have been continued during the biennium. Both are important lines of investigation and their prosecution over a period of years is necessary for dependable results. A five-year summary in connection with the latter investigation shows, for example, that no one source of phosphoric acid gave a higher yield or a better quality of fruit. Pot experiments, to determine the effect of copper sulphate and other substances on citrus trees, have been inaugurated.

The number of cooperative fertilizer experiments, conducted in cooperation with the producers of several crops, has been increased to 21. Each of these experiments includes a number of plots and fertilizer combinations. Such experiments are being made with round oranges, grapefruit, pecans, satsumas and sugar cane. The chemist has cooperated in the fertilizer work at the Tobacco Experiment Station.

The citrus groves at the Citrus Experiment Station are being used for experiments with dieback, as well as a fertilizer experiment with high versus low potash content. A fertilizer experiment with celery, in cooperation with the Bureau of Plant Industry, United States Department of Agriculture, has been inaugurated at Sanford.

The Chemical Department works in close cooperation with the Department of Animal Husbandry of the Station, making numerous analyses, in connection with the soft pork and dairy investigations. A study is also being made of the mineral constituents of Florida grasses and grains. New fertilizer materials are being tested. Many miscellaneous analyses, of more or less importance in connection with various lines of the Station's work, have been made during the biennium, these including analyses of soils, fertilizer materials, pecans, peanuts, forage crops, feeds, tung-oil seed, etc.

As no provision is made in the budget for making chemical analyses as a public service, the Station has found it necessary to decline to make chemical analyses of water, soils, minerals, fertilizers, feeds, etc., for the benefit of private individuals or interests.

The rapid development of the chemical work, intimately associated as it is with much of the work of other departments, calls for increased laboratory facilities as well as increased personnel. The department is severely cramped for laboratory room, but this can be temporarily relieved by the construction of a partition in the main laboratory room and the equipment of a basement room, now available, for use as a grinding room.

An additional chemist, with adequate training for the study of soil problems, is needed badly. Two field assistants, one to commence work July 1, 1925, and the other July 1, 1926, should be provided to care for the increasing and highly important cooperative fertilizer experiments. The record work and correspondence of this department has reached the volume where a full-time stenographer should be provided.

V. Grass and Forage Crop Investigations

Thru the cooperation and assistance of the Office of Forage Crop Investigations, United States Department of Agriculture, the Experiment Station has what is perhaps the largest collection of growing forage crops and grasses in the South, if not in the entire country. The numerous lines of investigation with these plants are of fundamental importance to the agriculture of the State, involving, as they do, silage, hay and pasture crops, soiling crops, peanuts and many grain crops. The work of this department has steadily increased during the biennium and the experimental results are so numerous that for details the reader is referred to the annual reports of the Station for the years ending June 30, 1923 and 1924.

Among the grasses introduced and tested, Bahia grass has been found to be the best all-around grass yet used in the State, while Dallis grass and Vasey grass have proved to be most excellent, year-around pasture grasses on wet, heavy lands.

The introduction of Crotalaria has given farmers one of the best green-manure and soil-enriching (leguminous) crops thus far available. It is a distinct and noteworthy addition to the list of valuable farm plants.

Breeding work with Spanish peanuts, which has been under way for several years, continues to give good results in the production of high-yielding strains, tho none of the seed of the improved types is yet ready for general distribution.

A large number of tests and experiments are under way with pasture, as well as lawn, grasses and valuable results are being secured. Experiments are being made in testing the manurial value of different legumes; in establishing pasture grasses in the open range and on wire grass lands; in the production of silage; in determining the effect of lime on field crops; in determining the best grasses for grazing and silage; in irrigating grass crops with sewage; in determining the best yielding varieties of peanuts and the best fertilizers for them; in testing numerous varieties of rice, oats and corn; in fertiiizng sweet potatoes; and in the methods of establishing permanent pastures.

The grass and forage crop specialist also planned and supervised the planting, in the spring of 1924, of more than 150 grasses and forage crops on the grounds of the Everglades Experiment Station at Belle Glade.

Many specimens of grasses have been identified for private parties and relatively large quantities of grasses and forage crops have been distributed to private land owners for planting and testing.

The valuable results of this work at Gainesville indicate clearly the strong desirability of repeating these experiments, particularly the plot tests, in other parts of the State where distinctly different soil types exist. Some of this work can be carried on at the branch experiment stations, if funds therefor are provided.

The amount of field and record work at Gainesville calls for the services of a field foreman. At present there is only one farm foreman at the University and his duties include supervising the work of both the College farm and the Station farm, as well as devoting much time to preparing agricultural material for the use of classes. It is impossible for him also to supervise plot and field work with grasses and forage crops and it is necessary for the head of this department to actually spend much of his time in supervising field labor, an arrangement far from economical and one not conducive to securing maximum returns from this work.

With the increase in experiments and particularly the extension of the testing work to other areas of the State, an assistant in the department is needed. Provision should also be made for a small amount of greenhouse space, in which the propagating work, particularly with seed, can be carried on thru the winter and important data secured as to the effect of temperature and moisture on seed of various kinds.

VI. Plant Breeding

The development of strains and varieties, adapted to Florida soils and climatic conditions, is necessary in the case of many crops, in order to secure dependable production and longevity of the plants. The latter is particularly true in the case of fruit trees. In many instances there is no way of avoiding the ravages of a plant disease except to develop, by methods well known to plant-breeding experts, varieties immune to the disease. An illustration of this is black shank disease, which actually threatens to eventually wipe out the shade tobacco industry in Florida. There is apparently no hope of stemming its ravages except thru the production of strains which will resist the disease.

Few varieties of fruits or crops, brought from other agricultural regions, have been found adapted to conditions existing in the Everglades. The development of a permanent agriculture there is in a large measure dependent upon the development of types and varieties adapted to the conditions existing there. As several years' work are necessary for the development of any one strain or type, the beginning of this work by the Experiment Station should not be delayed longer.

No provision has ever been made for this character of work in the Experiment Station. It is recommended, therefore, that provision be made for a plant-breeding specialist, to engage in the most urgently needed lines of plant-breeding work in connection with all four of the experiment stations.

VII. Cotton Investigations

Provision was made by the last Legislature for investigations of the cotton boll weevil and various cotton diseases by the State Plant Board. The results of this work, highly satisfactory in nature, will be found described in the biennial reports of that Board. The work has been conducted in cooperation with the Experiment Station, tho the latter has not contributed in any considerable measure to the cost of the investigations.

The work of the State Plant Board with insect pests and diseases of cotton should be continued, but these lines of work do not cover all phases of cotton investigation work necessary for the maintenance and upbuilding of Florida's cotton-growing industry.

Under the restrictions placed upon the Plant Board by law, it cannot undertake tests of varieties, make fertilizer experiments or engage in the introduction or development of new cotton varieties. Such work as this, primarily agronomic in nature, should properly be conducted by the Experiment Station and it is recommended that provision be made in the next Experiment Station budget for the carryng on of variety and fertilizer tests, plant breeding work, etc., in connection with cotton.

VIII. Animal Industry and Dairying

The dairy investigations of the biennium have included experiments with different grass and silage rations. It was found that corn silage in connection with well-balanced grain rations gave a larger milk yield than did sorghum silage. Japanese cane silage gave a better milk return than did Napier grass silage. Experiments were also made in testing the comparative value, for milk production, of home-mixed feeds and certain commercial feeds. Efforts have been made to build up the Jersey herd, both by retaining the heifer calves from the best-producing cows and by the purchase of male animals of high quality. As the beginning of a herd of Ayrshires, two heifer calves of this breed were purchased in February, 1924.

Feeding experiments also have been carried on with hogs, the purpose of which was to compare the value of different protein feeds as supplements to corn for pork production. These showed the exclusive use of corn for fattening hogs to be unprofitable and that fish meal and tankage with corn produced the most satisfactory gains in weight.

The soft pork investigations have been conducted along the same lines as heretofore, this being a line of work requiring many years prosecution. It is one, nevertheless, of great importance to the hog raisers of the South. This work was severely checked, in the spring of 1923, by an outbreak of necrotic enteritis in the Station herd, as a result of which many of the animals, bred in connection with this work, were lost.

The dairy investigations should be extended to include other breeds than the Jersey. Foundation animals for breed herds are needed, together with additional barns, pastures, etc., for their accommodation. Owing to the present limited area for pasturage and the lack of sufficient suitable land upon which to grow silage and forage crops, the feed bills in handling even the present dairy herd are excessively high.

Nearly all of the farm buildings were constructed 18 years ago and at no time during this period have funds been available for their adequate repair and upkeep. They have now reached the stage where extensive repairs, including new roofs and painting, are necessary. Most of the fencing of the Station farm has reached the point where repairing is no longer possible: new fences must be built.

Animals from the Station dairy herd were exhibited at the Florida State Fair at Jacksonville, November 17-25, 1923, with the result that 5 grand champion ribbons, 26 first, 15 second and 7 third prizes were won. A similar exhibit at the South Florida Fair at Tampa, January 31 to February 9, 1924, resulted in the award, to the Station herd, of 2 grand championships, 18 first prizes and 2 second prizes.

IX. Livestock Diseases

The livestock industry of Florida is not developing as it should and in some counties it is not profitable. One of the primary reasons for this condition lies in the prevalence of diseases and functional troubles, the exact nature of which is, in many cases, unknown. The stock raisers, therefore, are unable to overcome their difficulties. Among these troubles are "salt sickness" of cattle, "leeches" in both horses and cattle, kidney worms in hogs, and both internal and external parasites of various animals. Other diseases, the causative agents of which are more or less well-known—such diseases as necrotic enteritis, hemorrhagic septicemia, anthrax, hog cholera and actinomycosis—are of occasional or periodic occurrence and cause heavy losses.

Florida has an opportunity to develop an extensive poultry industry, and it is important that this industry be safeguarded against disease. The climatic conditions of Florida are ideal for the propagation of many parasites of poultry, and one particular parasite, the eye-worm of poultry, does not occur in any other state. The life history of this parasite is unknown and the treatment given for it at present is ineffective. The number of cases of this infestation is continually increasing, and the disease is serious in many areas of Florida. A systematic investigation of this disease is greatly needed.

It is to Florida's discredit that it has not provided any facilities for investigation of livestock diseases. Every year that such investigations are postponed means increasing losses to livestock owners. It is of more than passing interest to learn that cows, pastured continuously on the grass lands of the Everglades, will breed but rarely and that many domestic animals pastured on Everglades range become affected by malnutrition and do not put on weight. It is a safe conclusion that neither the beef nor dairy industries will be developed in the Everglades until some, at least, of these problems are solved.

By utilizing the services of the professor of veterinary science of the Agricultural College to supervise investigational work and providing an assistant veterinarian, this work can be instituted at relatively small expense and is certain to yield results of profound bearing on the livestock industries of the State.

X. Forestry

The relation between forest growth and practical agriculture is a most intimate one. The mere production of timber, altho important, is not the most important function of the forest. Leaves and underbrush hold back the rain waters in time of flood, allowing them to drain off gradually, maintaining the supply of water in streams and lakes and preventing droughts. Because the moisture is conserved and its supply equalized, frost damage to cultivated plants is reduced and extremes of temperature prevented. The forest offers shelter and nesting places for the birds which prey upon insects that destroy the farmers' crops. More important than all, the forest leaves and vegetation, decaying, build and make the soil that will be needed by future generations. Conversely, continued annual fires destroy the humus and vegetable matter, rob the soil of its fertile elements, and expose it to erosion, removal by winds and oxidation in the hot sunshine.

The future agricultural prosperity of Florida is closely bound up with the preservation of forest lands and with reforestation. Many interests are affected by conservation and forest protection, among them the cattlemen, swine growers, lumbermen, turpentine operators and farmers: yet the interests of all can be reconciled in a constructive policy of conservation based upon scientific facts. These facts are not all available, but they can be made so and they should be, as the basis for future rational legislation on this subject. The Experiment Station is the logical agency to carry on the experiments and studies necessary, and it is recommended that provision for forestry investigations be made in the coming budget.

XI. General Agriculture

The work of the Station's agriculturist has included special attention to the needs of new residents in the State, the investigation of many miscellaneous problems and situations not falling specifically to the other Station departments, the handling of a large amount of correspondence, assisting in the work of the branch experiment stations and rendering assistance to the Agricultural Extension Division and county agents in connection with many specific agricultural and horticultural problems.

Many demands are made upon the Station for information which can be assembled or secured only thru tedious hours of work in consulting literature, while many other requests for service require personal attention. These needs the agriculturist has met, within the limits of the funds and facilities available, in a highly satisfactory manner.

XII. Entomology

Because insects destroy a large part of nearly every crop grown in Florida, thus greatly increasing their cost of production, the investigation of injurious insects, their habits and methods for their control is of the first importance. It frequently happens that an insect does more than a million dollars in damage to one crop in a single season. A striking illustration of this is seen in the work of the "new" citrus aphis, which appeared in the citrus groves of central Florida by untold millions in the spring of 1924, and did damage conservatively estimated at over

$3,500,000. This development also illustrates the fact that specific needs in connection with the Station's work cannot be foretold with even approximate certainty. Such emergencies, in some form or another, arise every year and this fact is a strong argument for sufficient flexibility in the Station's budgets to enable the Board of Control to deal with unforeseen contingencies.

The citrus aphis referred to had never before been heard of in Florida or elsewhere and its attacks were so destructive that it was deemed advisable to immediately institute a study of it, with particular reference to control measures, even tho this required the temporary abandonment of work on other important projects. Much valuable information has been secured on the life history, migrations and means of artificial and natural control of this pest. It is desirable that this investigation be continued and enlarged, as it seems likely that the insect will develop in devastating numbers in areas which it is just reaching.

Work has been continued in the study of the nematode worm causing root-knot, one of the most widespread and, in the aggregate, destructive troubles of trees and plants in Florida. Methods for practical control of this pest, both in seedbed and field, have been developed.

Among other important lines of investigation under way in this department may be mentioned the study of pecan insects and their control, the control of plant bugs in citrus groves and control of the bean jassid, rust mite and mealy bug of citrus and other insects and the introduction and establishment of beneficial insects, such as new species of lady beetles and Hymenopterous parasites.

The annual losses from insects in Florida are so great that provision should be made for materially enlarging the work of this department. Climatic conditions existing in the State make necessary a special study of nearly every pest before practical control measures can be devised, regardless of the extent to which the same insect may have been studied elsewhere.

There are a number of important insect problems on which, for lack of facilities, the Station has done practically no work. The losses to pecan growers from insect pests is heavy, and tho some investigations along this line have been started they should be enlarged. The Station will be able to render a valuable service to the truck growers of the State, if provision can be made for an assistant entomologist who would devote his time to a study of truck-crop insects.

The sugar-cane borer is becoming annually more prevalent thruout the State, including the areas in the Everglades where sugar cane is now being grown. It is certain that this insect is going to be a serious factor in retarding the development of the sugar industry in Florida and no time should be lost in providing for studies which will lead to the development of control measures. Methods of control found more or less satisfactory in Louisiana and elsewhere are not adapted to use in the Everglades. It may be added that insect life in the Everglades is abundant and every crop thus far tried has paid heavy tolls to borers, cutworms, army worms, "muck worms" and other insects. The production of crops in the Everglades can never be made even reasonably safe until means of preventing or reducing such damage are found. Such means will be found only thru scientific investigation.

XIII. Plant Pathology

Owing to the great variety of Florida crops and the more or less humid, semi-tropical conditions prevailing, plant diseases, caused by fungi and bacteria, are far more prevalent and destructive than in states farther north. This is illustrated by the fact that 548 plant diseases have come under the observation of the Department of Plant Pathology during the biennium.

Increased appropriations by the last Legislature made possible a satisfactory enlargement of the investigational work of this department. Many diseases are being investigated and much valuable information for the use of the growers has been secured already, altho there are still many plant disease problems of the first magnitude to which the Station has been unable to give attention. Additional pathologists, highly trained, have been added to the staff. The department staff now consists of five plant pathologists, all holding doctor degrees from leading universities of the country, one student assistant and one laboratory assistant. Of these, one pathologist and the laboratory assistant are stationed at the Tobacco Experiment Station in Quincy.

Work on citrus diseases has included studies and experiments with citrus canker, melanose, scab, black rot of oranges, green spotting, scaly bark and citrus blight. The investigation of the last disease was made possible thru financial contributions by citrus growers of the East Coast amounting, during the year 1923-24 to $1,900. By supplementing these contributions from the budget of the Department of Plant Pathology and from the reserve item in the Station budget, it was possible to establish a field laboratory at Cocoa for the study of citrus blight in February, 1924, with A. S. Rhoads, assistant plant pathologist, in charge.

Investigations during January and February, 1924, in cooperation with the State Plant Board, showed the existence near Miami of cocoanut bud rot, a highly destructive disease of cocoanut palms.

As much attention as possible has been given to the study of various truck-crop diseases, and experiments have been conducted with downy mildew of cucumber, downy mildew of millet, *Hypochnus* disease of pears, with various damping-off fungi and with fig rust.

Fully half the time of one plant pathologist is required for the identification of plant disease specimens sent to the Station by growers and in making identification in connection with the quarantine and nursery inspection work of the State Plant Board. Such work requires not only microscopic examinations but frequently, also, the growth of the organisms in culture media. More than 1,600 such identifications were made during the biennium. The correspondence with growers regarding fruit and vegetable diseases and their control has steadily increased.

By reason of inclusion in the last Station budget of an item of $5,000 for the investigation of Irish potato diseases, it has been possible to take up in an intensive way the study of these troubles. A field laboratory was established at Hastings September 1, 1923, laboratory room being supplied by the Hastings Potato Growers' Association, the members of which have extended hearty cooperation in this work. These investigations are in charge of Assistant Plant Pathologist L. O. Gratz. During the early part of the season, Dr. Gratz gave much of his time to the inspection of seed potatoes, to see that they met contract specifications as to freedom from disease. As a result of this inspection work, it was found possible to make recommendations to the growers which reduced losses between arrival of seed potatoes and their planting, as well as reducing later losses to the growing crops. Other potato work included experiments with late blight, early blight, fusarium wilt, southern wilt, bacterial wilt, Rhizoctonia, scab, blackleg, mosaic disease, leaf rot and spindle tuber. Definite and valuable results were obtained from the field experiments. Variety tests of potatoes were also made.

A brief report on the work done with tobacco diseases is included in the paragraph on a subsequent page of this report concerning the Tobacco Experiment Station.

Space does not permit the giving of results obtained from these investigations. For this information you are referred to the Annual Reports of the Station for the years ending June 30, 1923, and 1924.

Provision should be made for continuation of the lines of work above mentioned. Provision also should be made for taking up without further delay the investigation of the causes of decays in transit of citrus fruits and their control, of early blight of tomatoes, of plant diseases occurring in the Everglades and of the diseases of avocados and strawberries.

XIV. Library

A comprehensive, well-arranged and cataloged library is an absolute essential in the work of an experiment station. Research workers on any problem must ascertain what has been learned by other investigators and use such information as a basis upon which to begin their own work.

During 1922-23 the library was able to make but few acquisitions, except such state and government publications as were obtainable free of charge. As a librarian was employed for only half time, the cataloging and indexing could not be kept up to date.

The last legislative budget provided for a full-time librarian. The Board of Control elected Mrs. Ida K. Cresap to the position of librarian and she commenced work August 15, 1923. She has discharged her duties ably and well, with the result that the library is in much better shape than ever before. Increased funds, in the last budget, for library supplies have permitted the purchase of additional book stacks and index files, and the completion of the files of a number of important periodicals and the binding of others. Excellent progress is being made with the indexing work.

During 1923-24, 131 volumes were bound and 99 volumes secured thru purchase or exchange. The library now has 4,208 bound volumes, as well as about 1,000 volumes awaiting binding but for which room cannot be found on the shelves until additional floor space is available.

Use is made of the library by the workers of the Experiment Station, the Agricultural Extension Division, the faculty of the Agricultural College, students, and by many private citizens of the State. Serving these patrons necessarily requires a large part of the librarian's time.

The most pressing need of the library is more room, but this cannot be supplied, owing to the present crowded condition of the Station building; this need cannot be met until more buildings are available on the campus for agricultural work. In the meantime it is of the utmost importance that the cataloging and indexing be fully provided for, volumes on hand bound to prevent their deterioration and such purchases made as will enable the Experiment Station workers to keep abreast of developments in their particular fields. Scientific research in all lines is increasing in volume each year and to even keep up with current developments in any line of scientific endeavor is a task in itself. Adequate library facilities constitute a prime necessity to the experiment station worker.

XV. Publications

During the fiscal years 1922-23 and 1923-24 new bulletins have been published by the Experiment Station on research results as follows:

No.		Pages	Edition
165	A Preliminary Report on an Improved Method of Controlling the Boll Weevil	92	20,000
166	Tobacco Diseases in Gadsden County in 1922, with Suggestions for Their Prevention and Control	48	3,097
167	Preliminary Report on Controlling Melanose and Preparing Bordeaux-Oil	20	20,603
168	Synopsis and Catalogue of the Thysanoptera of North America (technical publication)	100	2,500
169	Potato Diseases and Insects	164	15,000
170	Top-Working Pecan Trees	44	12,000
171	Preliminary Report on Experiments with the Tung-Oil Tree in Florida	46	15,000
	Total copies		88,200

During the same period 21 press bulletins have been issued on timely subjects, in the form of advice for emergencies and for giving to the public results of research work not extensive enough to justify the publication of formal bulletins.

XVI. Citrus Experiment Station

(Lake Alfred)

No appropriation for the Citrus Experiment Station was made until the legislative session of 1923. Hence, for the fiscal year ending June 30, 1923, no state appropriation was available for the work of this station. Funds previously donated by citizens of Polk County and the Board of County Commissioners of that county had already been used up. In order to maintain the station during the year, it was necessary to utilize a part of the annual appropriation of $30,000 made for the Main Station at Gainesville. During the fiscal year this expenditure amounted to $5,219.87. Under these circumstances the work had to be limited to maintaining experiments already started and in inaugurating only those which could be made at small expense.

Work was continued on the potash-fertilizer experiment with bearing trees, on the dieback experiment and on the care of the bud-supply progeny and variety groves. The large collection of citrus varieties and sub-species, secured thru the generosity of the Bureau of Plant Industry, United States Department of Agriculture, and planted in the quarantine house was given good care. Seed and young trees were secured and a good nursery established in which to produce trees for future experimental plantings. Improvements made during the year included painting of the superintendent's residence, construction of a solar propagating bed, the erection of a slat house 30 x 50 feet and the planting of ornamentals around the residence and dooryard.

On July 1, 1923, an annual appropriation of $10,000, made by the last Legislature, became available and the work of the Citrus Station immediately began to make satisfactory progress. In addition to the care and continuation of the experiments already mentioned, 20 acres of virgin land have been cleared for planting, the nursery has been enlarged and experiments in methods of propagating citrus gotten under way. Improvements of last year include a six-inch well 280 feet deep, installation of a deep-well pump and a 4-H. P. pumping engine and the laying of 2,650 feet of pipe for the double purpose of irrigating and spraying by means of water-power motor. An implement shed, 20 x 30 feet, and a small laborer's cottage have been erected. The second story of the superintendent's residence has been partitioned, plastered and otherwise finished so as to be available for use.

Expenditures at the Citrus Experiment Station have been as follows:

Expenditures, Citrus Experiment Station

Fiscal Year Ending June 30, 1923

July 1, 1922. Appropriation for fiscal year ending June 30, 1923, NONE

Disbursements

During the fiscal year ending June 30, 1923, expenditures in maintaining the Citrus Experiment Station were made from the appropriation for the Gainesville Station as follows:

Salaries	$2,300.00
Labor	1,035.68
Stationery and Office Supplies	
Scientific Supplies	
Feeding Stuffs	207.23
Sundry Supplies	31.75
Fertilizers	384.51
Communication Service	
Travel Expenses	146.64
Transportation	269.78
Heat, Light, Water, Power, etc.	
Furniture and Furnishings	
Library	46.60
Scientific Equipment	
Livestock	
Tools, Machinery and Appliances	243.76
Buildings	553.92
Contingent	
	$5,219.87

Fiscal Year Ending June 30, 1924

Resources

July 1, 1923.	Appropriation (Chapter 9121)	$10,000.00

Disbursements

Salaries	$2,400.00
Labor	3,126.06
Stationery and Office Supplies	45.36
Scientific Supplies	26.73
Feeding Stuffs	299.82
Sundry Supplies	388.55
Fertilizers	147.75
Communication Service	30.54
Travel Expenses	124.73
Transportation	85.76
Heat, Light, Water, etc.	23.33
Furniture and Furnishings	17.34
Library	4.00
Scientific Equipment	178.57
Livestock	250.00
Tools, Machinery and Appliances	360.66
Buildings	2,401.76
Contingent	89.04
	$10,000.00

Provision should be made for continuation and enlargement of the experiments now under way. With the planting, the coming winter, of about 20 acres of additional young grove, added maintenance expense, in the way of labor and fertilizers, will be necessary. There are two great needs at that station. The first of these is additional land for experimental citrus plantings, as all of the present tract will be in use within the next two years. The other need is a laboratory building, where investigations of more or less technical nature, requiring laboratory facilities, can be made.

XVII. Tobacco Experiment Station

(Quincy)

Appropriations heretofore made for the Tobacco Experiment Station have permitted of the conduct of two major lines of work, namely, fertilizer experiments with shade-grown tobacco and studies of tobacco diseases.

A number of improvements and additions to the property have been made possible under the appropriations of the last Legislature. Land has been cleared and a slat shade constructed over two and one-half acres at a cost of $1,172.81. A tobacco barn, of adequate size to handle the crop from this field, 40 x 70 feet and 18 feet to the eaves, was built at a cost of $1,614.19. A dilapidated laborer's cottage, on the property when acquired, was torn down and new one built in its place at a cost of $313.17 for labor and new material. A mule barn, 16 x 20 feet, and a garage were built with material left over from the laborer's cottage and the tool room used by contractors while erecting the brick laboratory building.

Material for a greenhouse unit, 21 x 31 feet, was bought at a cost of $841 and was erected by members of the staff, assisted by day laborers. The greenhouse is a useful part of the equipment, making possible the continuation of tobacco-disease work during the entire year.

A well has been drilled to a depth of 422 feet and will furnish excellent water at the rate of 50 gallons a minute. This quantity is ample for seedbed irrigation and laboratory needs but is inadequate for field-irrigation experiments. If the latter are to be undertaken, the well will have to be deepened or some other source of water secured. Irrigating pipes have been installed for the irrigation of a seedbed, 60 x 90 feet. A mule, field implements and laboratory equipment have been bought. The appearance of the grounds has been much improved by the removal of underbrush, the building of driveways, etc.

The fertilizer experiment is planned to determine the effects, upon cigar-leaf tobacco, of different amounts of potash and phosphoric acid, from different sources, when used with varying amounts of manure. The field is divided into twentieth-acre plots, so arranged that the various combinations are repeated on new and old land. It is planned to carry this experiment thru a period of years, but difficulty may be experienced in doing this, owing to the recent appearance in this field of the dreaded black shank disease. The tobacco from each plot is graded, measured and weighed in detail and the records of a single season cover many pages of the record. The fertilizer experiment, while designed to obtain some of the information needed by the tobacco growers, is not sufficiently inclusive to answer, by any means, all of the questions regarding the use of fertilizers in connection with tobacco growing; additional lands and shades should be devoted to such experiments.

By far the most important work at the Tobacco Station is that with tobacco diseases, this investigation being carried on by Associate Plant Pathologist W. B. Tisdale and a laboratory assistant. The most serious disease of shade-grown tobacco in Florida is black shank, a disease which has not been reported elsewhere in the United States. Dr. Tisdale was the first investigator to recognize, as the cause of this disease, a fungus previously described as *Phytopthora nicotianae.* This fungus can live in the soil for many years, and is readily carried from field to field by particles of earth adhering to farm tools, feet of work animals, clothing of persons, wind-driven dust, etc. No spraying or other preventive measures have given any indication of mitigating the severity of the infection. In some cases 90 percent of the plants in a field are destroyed by the disease and it is estimated that the losses in the Gadsden County area in 1924 from this disease amount to at least 20 percent of all tobacco plants. The disease has made its appearance in other tobacco areas, notably in Leon and Pasco Counties. Five varieties of bright (sun-grown) tobacco were tested and all found highly susceptible to the disease, hence it threatens the future success of all tobacco production in Florida.

Apparently the only hope for relief lies in the development and breeding of strains of tobacco immune or highly resistant to the disease. This work Dr. Tisdale is pursuing as rapidly as possible but the work can be greatly speeded up by the employment of a specialist in plant breeding. A study of the relation of soil conditions to prevalence and severity of the disease is also needed and a soil specialist should be added to the staff. Development of immune varieties, having the desirable commercial qualities as to texture, color, aroma, burn, etc., will require several years. If the work is delayed or handicapped by insufficient personnel or lack of facilities it is not impossible that, in the meantime, the tobacco industry will decline to the point from which it can be revived only with great difficulty. The black shank disease promises to do to the Florida tobacco industry what the boll weevil has already done to the State's cotton industry.

Other diseases studied include root-rot, wildfire, black fire, Granville wilt, Fusarium wilt, leaf spot, scab, frenching and mosaic.

Progress has been made in breeding strains of tobacco resistant to root-rot but these, unfortunately, do not show resistance to black shank. Proper seedbed sanitation and spraying with bordeaux mixture have contributed to the control of wildfire. Practically every seedbed found infected with wildfire either had been planted with Connecticut seed or covered with second-hand cloth from Connecticut. As a result of these findings, most of the growers now disinfect all second-hand cloth purchased from other sections. Granville wilt occurred in comparatively few fields and damage from it was of minor importance.

More detailed reports of the work of the Tobacco Station will be found in the Eperiment Station Annual Reports for 1922-23 and 1923-24.

Provision should be made for expansion of the tobacco-disease investigations and plant-breeding work thru the addition of trained personnel and added facilities for the investigations.

In connection with the fertilizer experiments a packing house is needed badly. The experimental lots of tobacco—running into many hundreds each year—cannot be properly cured in the commercial packing houses. It was necessary to sweat and cure the 1923 crop in rooms of the laboratory building quite unsuited for the purpose, to say nothing of more or less unavoidable damage to walls and floors.

Within a short time additional land will be needed for the field work, as the present property consists of only 23 acres, much of which is not suited to experimental tobacco culture.

Expenditures at the Tobacco Station have been as follows:

Expenditures, Tobacco Experiment Station
Fiscal Year Ending June 30, 1923

Resources

July 1, 1922.	Balance in State Treasury	$ 5,833.74
	Appropriation (Chapter 8424)	15,000.00
		$20,833.74

Disbursements

Salaries	$ 4,853.34
Labor	1,301.95
Stationery and Office Supplies	53.63
Scientific Supplies	.48
Feeding Stuffs	117.95
Sundry Supplies	498.49
Fertilizers	290.64
Communication Service	....
Travel Expenses	155.22
Transportation	284.19
Heat, Light, Water, etc.	224.60
Furniture and Furnishings	671.79
Library	1.60
Scientific Equipment	542.06
Livestock	400.00
Tools, Machinery and Appliances	231.28
Buildings	11,173.17
Contingent	32.75
	$20,833.14

Fiscal Year Ending June 30, 1924

Resources

July 1, 1923.	Appropriation (Chapter 9121)	$13,500

Disbursements

Salaries	$ 5,744.17
Labor	1,626.04
Stationery and Office Supplies	101.26

Scientific Supplies	77.45
Feeding Stuffs	143.29
Sundry Supplies	384.51
Fertilizers	329.92
Communication Service	59.40
Travel Expenses	387.05
Transportation	327.28
Heat, Light, Water, etc.	438.16
Furniture and Furnishings	85.58
Library	20.47
Scientific Equipment	361.93
Livestock	5.00
Tools, Machinery and Appliances	130.85
Buildings	3,275.14
Contingent	2.50
	$13,500.00

XVIII. Everglades Experiment Station

(Belle Glade)

The establishment of an experiment station to study agricultural problems in the Everglades was authorized in Chapter 8442, Florida Laws of 1921. Under authority of this act the Trustees of the Internal Improvement Fund set aside on August 24, 1921, for use as an experiment station, 160 acres of land in Section 3, Township 44 South, Range 37 East, located on the Hillsboro Canal. During 1922-23 main ditches were dug thru this tract and two buildings erected under the direction of F. C. Elliot, chief drainage engineer. These buildings consisted of a two-story residence and a small two-story office and laboratory building.

On August 28, 1923, the Trustees of the Internal Improvement Fund and the board of commissioners of the Everglades Drainage District, by resolution, tendered the above land and buildings to the State Board of Education and Board of Control for use as an experiment station. On September 21, 1923, the State Board of Education authoried the Board of Control to take possession of the property and proceed with the work of the station.

At this time the land in question was covered with about six inches of water due to overflow from Lake Okeechobee; but with the completion shortly afterward, of the dyke around the south and east shores of the Lake, this source of water was cut off and by the middle of December it was possible to enter the land and make preparations for agricultural work.

The present report, therefore, covers only the period during which work has been under way under direction of the Board of Control—from December 10, 1923, to June 30, 1924.

On November 12, Geo. E. Tedder was elected by the Board of Control to the postion of foreman of this station and he began work on December 10, 1923. Mr. Tedder was the only resident staff member at this station until June 1, 1924, when Milledge A. Baker commenced his duties as field assistant.

On December 1, 1923, that portion of the Cross-State Highway between Belle Glade and West Palm Beach was opened to traffic. This portion of the road is graded and rock-surfaced and as it crosses the station property, affords a fairly good highway to West Palm Beach, the only accessible railway point 41 miles distant.

Improvements made since December 10, 1923, include a small power house, light and water plant, sewage-disposal system, garage, three small laborers' cottages, a barn for tools and implements and 9,675 running feet of field ditch. All buildings are constructed on concrete pilings which extend thru six feet of muck into limestone which furnishes a solid foundation.

A temporary shallow well 16 feet deep has been dug. The water from this well is dark yellow in color and heavily charged with organic material and mineral salts. It is used only for bathing, is unsafe to drink and cannot be used even for laundry purposes, as it stains the clothing. An abundant supply of good water is one of the pressing needs of the station and a deep well should be provided as soon as possible.

At the time work was begun in December, 1923, most of the land was covered with tall saw-grass, altho elders had become thickly established in a strip from 100 to 200 feet wide along the Hilisboro Canal.

Many difficulties were encountered in clearing both elder and saw-grass land. To begin with, labor was scarce and high-priced. It was deemed undesirable to burn any of the elder bushes on the ground intended for experimental plantings as the ash would constitute an addition to the soil in its natural state, and, in the beginning at least, it was thought best to initiate experiments with the soil in as nearly a virgin condition as possible. For this reason all bushes were removed to the strips of land set aside for future use as turn-rows and then burned.

The only method of removing the dense growth of elder was by grubbing out the individual bushes by hand, using heavy hoes. After being grubbed out, the bushes were dragged by tractor-power to the areas set aside for turn-rows. Here they were piled, in the hope that they would dry sufficiently for burning. However, the weather was rainy, and wherever the limbs came in contact with the ground they put forth roots and resumed growth. Bushes not touching the ground even continued to grow for two or three weeks. Eventually, by repeated efforts and several repilings, they became dry enough to burn. At this time the land was still very wet and the tractor could be operated on it only when double extension rims were used on the wheels.

The saw-grass also presented clearing problems. The grass was dense and from six to eight feet high. It was thought at first that this could be mashed and cut with tractor and disc-harrow so that it would dry sufficiently for burning. The attempt was made but the disc would not cut the tough saw-grass. When fired, only a small part of the tops would burn. It was found that the saw-grass could not be plowed down with turn plow or disc plow, unless plowed to a depth of about 18 inches, as at shallower depths most of the vegetation was left exposed. All saw-grass could be severed and completely turned under by plowing 18 inches deep, but this resulted in turning under such a mass of vegetation that the land would not be available for crops for many months thereafter. It was observed later, that in the case of land thus plowed the soil dried out quickly and most of the soil on top of the plowed-under vegetation blew away. In order to clear the saw-grass land, it was found necessary to cut off each saw-grass plant at the surface of the ground, using a sharp hoe. After the grass had dried for a few days, it was raked to the turn-row spaces, using a hay rake drawn by tractor, where it was burned. This method of clearing was necessarily laborious and expensive.

After the land was cleared, it was plowed to a depth of about four inches with a turn plow. This was followed by discing, which left the surface level and the soil finely pulverized. A few days after this treatment, many of the saw-grass roots sent up sprouts which projected from 6 to 24 inches above the surface. It was found that these shoots were easily pulled up by hand and after their removal there was no further appearance of saw-grass.

A portion of the tract was laid off in sections or strips, an "acre" (208 feet, 8½ inches) in width. Between each two sections was left a strip 34 feet wide, to be occupied later by a field ditch and to afford turning room for tractor and farm implements.

Each "section" was divided into square blocks, each containing one acre. The individual acre-blocks were further divided into plots, the size of the latter varying according to needs. The sizes adopted as standard were 5x50 feet, 10x50 feet, 1-20 acre, 1-10 acre, 1-4 acre, 1-2 acre and one acre. In laying off the plots, every effort was made to secure as uniform conditions as possible with reference to drainage.

The first section ("A"), the one nearest the Hillsboro Canal and which had been covered in almost its entirety with elder, was set aside for grass and forage crop plantings. The second section ("B") from the Canal was selected for fruit and similar plantings, while the third section ("C") was allotted to sugar cane and other field crops. Both sections B and C, prior to clearing, were covered with rank saw-grass, interspersed with occasional weed patches, mostly of small size.

Acre No. 1 of Section A was divided into 68 plots, each 5x50 feet, and 35 plots, each 10x50 feet. The smaller plots were planted to grasses, and the larger ones to grasses, peanuts, mung beans, soybeans, oats, garden corn, etc. Acres 2 and 3 of Section A were divided into 1-20 acre plots and devoted to similar crops. Plantings of grasses and forage crops began February 12, 1924, and additional plantings were made from time to time as the seed and plants could be secured. In all, 158 kinds and varieties of grasses, forage crops, beans, oats and field crops were planted under the direction of W. E. Stokes, grass and forage crops specialist. Some grasses did exceedingly well and made an excellent growth on the fresh muck soil, while others made an indifferent growth and still others apparently found the soil and conditions entirely unsuitable. A report on the results of these trials, up to June 30, 1924, will be found in the report of the grass and forage crop specialist, on another page of this report.

Acres 4, 5 and 6 of Section A were planted to Pedigreed Williamson corn on February 28. An excellent stand was secured, but was later destroyed by blackbirds which descended upon the field by thousands and pulled up every hill of corn within a few hours, despite all attempts to protect it. The fields were replanted March 29, using the same variety, and a good stand was secured. Even this had to be protected against birds until several inches high, and repeated applications of poisoned bran-mash were necessary to prevent its destruction by cutworms. At the time of this report (June 30, 1924), the corn has made a good growth and gives promise of yielding a fair crop. However, the growth it not entirely uniform, the plants being considerably higher and more vigorous in some spots than in others. Heavy damage has also been experienced, by both foliage and green ears, from the corn-ear-worm or "bud-worm." The same variety of corn was planted March 31, in Acres 2 and 3 of Section C, typical virgin saw-grass land. Prior to planting, Acre 2 was plowed to a depth of 4 or 5 inches and Acre 3 to a depth of 14 to 15 inches. The corn came up well, but soon began to turn yellow and presently much of it died. That which had been planted on the deeply plowed land made perhaps a slightly better growth than that on the lightly plowed land but the difference was hardly perceptible. Neither field will produce any grain. Reference is made, in the report of the grass and forage crop specialist, to the results secured in the plot tests with other varieties of corn.

Seed of three varieties of rice—Honduras, Fortuna and Wateribune—were supplied by the Office of Cereal Investigations, United States Department of Agriculture. All three varieties were planted March 6, in twentieth-acre plots in Acre 3, Section A. The plants came up well and started a good growth. Soon, however, the growth was checked and the plants turned yellow. At the time of this report the plants are small, stunted and have made little growth. It seems improbable that any grain will be produced. The trouble may have been due, in part, to the dry weather which prevailed during the spring. Another planting of the same varieties was made June 23, after the beginning of the rainy season.

Small plantings of short staple cotton were made March 14 and April 12 on land that had been in tall saw-grass. The seed was selected with care and delinted and disinfected before planting as a precaution against anthracnose. Most of the plants died, soon after coming up, from damping-off fungi, while others were destroyed by cutworms. The few plants that survived are only about 10 inches high. To date no bolls have been set.

Between February 15 and April 15, 1924, a number of fruit and other trees were planted, including Chinese sandpear, pecans, Japanese persimmons, plums, peaches, figs, guavas and tung-oil trees. All made a vigorous initial growth, with the exception of some of the plum trees which were delayed in shipment and badly dried out upon arrival. Some of the latter died. At the time of this report the growth of all trees, except that of the figs and guavas, has been severely checked. Many leaves have been shed by the tung-oil trees and their remaining foliage shows severe frenching. Both pecan and peach trees show an abnormal leaf and twig condition closely resembling rosette. Land could not be cleared in time to make plantings of citrus during the winter planting season. An initial planting of citrus trees, 36 in number, was made June 28, after the beginning of the summer rains, on saw-grass land which had been cleared and plowed in March. The planting includes Marsh Seedless grapefruit, Dancy tangerines and Pineapple and Valencia oranges. Four rootstocks—rough lemon, sour orange, grapefruit and Cleopatra mandarin—are involved in the experiment. It is planned, during the next few months, to add small plantings of bananas, mangoes, avocados, cocoanuts, papayas and various shade and ornamental trees.

Expenditures, Everglades Experiment Station

Fiscal Year Ending June 30, 1924

Expenditures made under the direction of the Board of Control in connection with the work at the Everglades Experiment Station, out of appropriations made by the 1921 session of the Legislature and re-appropriated (Chapter 9121) by the Legislature of 1923 have been made as shown below, these expenditures covering the period between December 10, 1923, the date when work was commenced at this station, and June 30, 1924, a period of six and two-thirds months.

Salaries	$ 1,116.66
Labor	3,645.51
Stationery and Office Supplies	87.66
Scientific Supplies	26.77
Sundry Supplies	503.97
Communication Service	31.06
Travel Expenses	578.33
Transportation	514.04
Heat, Light, Water, etc.	237.23
Furniture and Furnishings	912.76
Library	47.62
Scientific Equipment	364.68
Livestock	1.25
Tools, Machinery and Appliances	2,365.95
Buildings	1,959.64
Contingent	233.58
	$12,626.71

The work at the Everglades Experiment Station is strictly pioneer work in every sense. The station is isolated, being 41 miles from the nearest railroad station at West Palm Beach and upward of two miles from the nearest settlement, Belle Glade. There are many physical difficulties and discomforts to contend with, labor is scarce and high-priced and there are no living accommodations or quarters except such as are supplied by the Experiment Station itself.

When it is remembered that the work was inaugurated in December, 1923, in the heart of the virgin Everglades, it is felt that a creditable showing has been made in the seven months which have elapsed. At the same time, the buildings are already totally inadequate for office and laboratory needs, there are no residences for staff workers and no comfortable quarters for laborers, there is no boarding house or hotel for either visitors or those employed at the station and the present water supply is of such a nature as to be not only next to useless but a positive menace to health.

The problems which the Everglades Experiment Station is expected to solve are of the first magnitude, calling for the best scientific investigation and the most ably trained investigators. These problems would, in fact, constitute problems of the first magnitude and present great difficulty in the best equipped experiment station in the world.

If this station is to fulfill its function, it must be provided with commodious buildings and well-equipped laboratories, as well as with residences and other conveniences which will permit its employees to live and carry on their work under reasonably comfortable surroundings. Even with all these things supplied, it will be difficult to retain the services of capable and trained investigators who will be required, with their families, to live in an isolated place where there are many physical discomforts at best and where there are no social facilities.

It is not easy to make specific recommendations as to what investments the State should make on this property during the coming year or so. New conditions and new problems are constantly arising. Each day usually brings a new difficulty to be overcome and, in short, the Everglades Experiment Station cannot foresee the future any more than could the western explorer of years ago. If the station can solve some of the many agricultural problems presented by the Everglades of Florida, its cost will be repaid to the State many thousands of times over. All that it asks is that it be provided with sufficient resources so that it can meet and overcome difficulties and develop its research work along the lines indicated by successive developments.

AGRICULTURAL EXTENSION DIVISION

(County Agent and Home Demonstration Agent Work and Related Activities)

During the biennium ending June 30, 1924, the Agricultural Extension Division of the University of Florida conducted work in 50 counties of the State, having in each county either a county agent, home demonstration agent or both. Twenty-four counties employed one county and one home demonstration agent, 20 counties had one agent only and 6 counties had three agents. That is, more than two-thirds of the counties of the State contributed to the salaries of white county extension workers.

During the biennium the largest number of county agents employed was 38 and the largest number of home demonstration agents employed at one time was 32. Efforts were made to have both county and home demonstration agents in a larger number of counties. This, however, was not accomplished for the reason that those counties not employing agents did not levy an assessment to pay for the service. With funds now available it would not be possible to carry out extension work in Florida in all the counties on the present basis of county allotment.

Where both county and home demonstration work is carried on in the same county, the plans of work must harmonize so as to strengthen the work of both agents. For this reason county and home demonstration agents usually have a joint office where they can keep in close touch with the work of each other. In these counties the general plans of work are designed for the ultimate good of both farm and home and of the county generally.

Division of the Work

Extension work for the biennium was divided into nine separate, definite branches. This necessarily required a division of funds and well-defined projects.

1. **County Agent Work.** The State is divided into three districts, with a district agent in charge of each. Northern and western Florida comprise the general farming and livestock areas of the State.

The next district, consisting of the central and southeastern portion of Florida, is largely horticultural, having some general agriculture in the northern counties.

The counties of northern Florida and the east coast constitute another district. This district comprises a greater variety of problems, extending from the sub-tropical area into the cotton area. The county agents look directly to the district agents for supervision and assistance.

2. **Boys' Club Work.** This branch is supervised by the boys' club agent and has to do with the direction and management of boys' agricultural clubs. These clubs are organized by county agents. District agents assist in its supervision, and county agents are responsible for club work. In the different areas of the State club work naturally varies. To illustrate, in counties where citrus and winter trucking are the main industries, the clubs are directed into these types of agriculture or horticulture.

3. **Home Demonstration Work.** Home demonstration work is under the direct supervision of the state home demonstration agent and her assistants. The State is divided into two districts; the northern and western counties comprise one district and the central and southern the other district. The district agents have direct supervision over home demonstration agents and assist them in carrying out their various projects. Home demonstration work also has specialists in nutrition,

dairy work, marketing and clothing, who assist the agents in carrying out their plans of work.

4. **Dairy Husbandry and Forage Crops.** The livestock work of the year was confined principally to dairying, hog raising and the production of feed crops. This work reaches into the greater part of the State. It is intended to develop the livestock industry according to the most imperative needs and with a view to assisting farmers and livestock owners who will benefit and who will carry out demonstrations designed to help their communities. On account of the lack of interest in beef production, little was accomplished along this line.

5. **Entomology and Plant Pathology.** The constant demand for assistance in the control of insects and diseases of plants made it advisable to make the control of insects and plant diseases a special feature of extension work. County agents in the horticultural areas have many calls for such assistance, principally with citrus fruits and winter vegetables and to a lesser extent with farm crops.

6. **Poultry.** The demands on the extension poultry specialist have increased as poultry raising has expanded. Home demonstration agents have made poultry a special feature in their programs. In counties not employing home demonstration agents, county agents take an active interest. This is a state-wide project.

7. **Negro Extension Work.** This has been confined to 14 counties. The counties getting the greatest benefit from this are in the northern part of the State, where the negro population is largest. The program of work for men is for economical production and some cooperative marketing. The women's work deals with poultry raising, gardening, cooking, foods, clothing and sanitation.

8. **Publications.** The demand for bulletins and published literature requires that a supply of these be available for county workers. County and home demonstration agents distribute large quantities of agricultural literature from their offices, as they keep a supply of bulletins appropriate to the needs of their counties. This causes a constant demand on the bulletin supply furnished them from the Agricultural Extension Division, the Florida Experiment Station and the United States Department of Agriculture.

The following publications were issued during the biennium:

Bulletins and Reports

Bulletin 36, "Irish Potatoes in Florida"	10,280 copies
Bulletin 37, "Diseases and Ailments of Cattle"	10,216 copies
Bulletin 38, "Florida Poultry Production"	25,350 copies
Bulletin 39, "Grape Culture in Florida"	8,500 copies
Bulletin 40, "Strawberry Production in Florida"	15,472 copies
The 1922 Annual Report	2,040 copies
The 1923 Annual Report	2,000 copies
The 1923 Farm and Home Calendar	6,880 copies
The 1924 Farm and Home Calendar	9,075 copies
Weekly News Service (104 issues)	62,835 copies
Bulletin 45, "Club Song Book"	5,000 copies
Bulletin 46, "Hand Book for First Year Sewing"	5,000 copies

Nutrition Leaflets	200,000 copies
Bulletin 47, "Pickles and Relishes"	25,000 copies
Bulletin 29, "Milk" (Reprint)	5,000 copies
Bulletin 31, "Home Canning with Picnic Dinner"	5,000 copies
TOTAL	397,648 copies

The Agricultural News Service, issued weekly and supplied to the newspapers and farm journals, contains timely news and informational farm articles. Approximately 700 copies are mailed out each week.

Distribution of Agricultural Literature and Information. The Division supplies the state press with timely articles on agricultural subjects. This is directed from the office of the editor.

9. Extension Schools. For the most part extension schools were arranged by county and home demonstration agents or by specialists. During 1923 the schools in northern counties were principally to instruct farmers how to apply the Florida method of boll weevil control. These were carried out in cooperation with the State Plant Board of Florida.

Citrus field meetings were conducted in the citrus area, principally to instruct growers in the control of insect and disease pests, particularly melanose and stem-end rot.

Miscellaneous schools covering other important phases of the program, principally dairying, livestock, hog raising and general crops were held.

During the biennium county agents conducted and took an active part in 4,560 farm meetings. The attendance at these totaled 114,407.

Farmers' Week was held on the campus during August each year. An appropriate program was carried out. Those contributing to the program were members of the staffs of the College of Agriculture (including Experiment Station, Agricultural Extension Division and college proper) and of the State Plant Board and farmers in the State. Representatives of the United States Department of Agriculture also took active part. Farmers and their families were permitted the use of the University dormitories, paying a maximum charge of $1 a day for board and room. A special program was prepared for the farm women under the direction of the home demonstration staff. The registered attendance for 1923 was 707, approximately three and one-half times that for 1922.

10. Organization. The supervisory and specialist staff consisted of a director, a county agent leader and vice-director, three district agents for men's work, a boys' club agent, an extension dairyman, an animal industrialist (part time), a plant pathologist and entomologist, an extension poultryman and an editor.

For home demonstration work the following workers were employed: a state home demonstration agent, an assistant state home demonstration agent, two district agents, a poultry specialist, a home dairy specialist, a nutrition specialist, an assistant clothing specialist (part time) and a food and marketing agent.

One district (supervising) local agent was employed for negro work.

County Agents' Qualifications

As the work in counties differs, it is important that agents be appointed who can carry out the type of agriculture most important in their counties. With this in view, men are selected with special qualifications to handle citrus, livestock or sub-tropical horticulture, etc., depending on the county. As each county agent is called upon to carry out many lines of work he must be prepared to meet many emergencies and have a fair understanding of Florida agriculture as a whole.

It has been the policy of the Division to give preference to such applicants as have had college training, particularly those who have graduated from the College of Agriculture, University of Florida, and have had practical farm experience. Other appointees have been men who have given special attention to intensive agriculture or horticulture and with sufficient personality and ability to do county agent work. At present 40 percent of the county agents have college degrees.

Demonstrations

The activities of county agents for the biennium may be summarized as follows:

Cereal Demonstrations. This consists principally of demonstrations in oats and corn. The acreage grown under demonstration was 5,919. This work extended beyond more production and emphasized economical production, the selection of seed, control of insect pests, methods of storing, etc.

Cotton Demonstrations. This consisted principally of applying the Florida method of boll weevil control, cultural and fertilizing methods and selection of the most profitable varieties. The acreage grown under these demonstrations was 3,090.

Legume Demonstrations. These demonstrations were applied principally to add humus to the soil. The acreage grown was 17,531. The crops grown were principally velvet beans, peanuts, cowpeas, soybeans and beggarweed. A small portion of this was cut for hay and pasture for fattening cattle, the remainder was turned under for soil-improvement purposes.

Fruit Demonstrations. Thruout the central and southern portion of the State the importance of the citrus industry makes it necessary that county agents devote much time to it. These agents must have special training for handling such work, which is highly specialized. The total acreage on which definite work was carried out was 44,167. The work consisted of measures to control the most common and serious citrus diseases and insect pests, the time to apply and the application of fertilizers, grove culture, planting and care and management of non-bearing groves. More than half of the agents' and specialists' time is given over to general advice applying to all phases of citrus culture in several southern counties.

Truck Crop and Garden Demonstrations. This work applies to the entire State but to a greater extent to the winter trucking regions of central and southern Florida than to northern counties. In the winter truck-growing areas many problems confront the growers, for which they ask assistance from the agents; such as, the selection of suitable soils, planting advice on seedbeds, disease-free seed, irrigation, cultivation, later the control of insects and diseases and finally grading and packing of vegetables to conform to United States Government standards. The acreage in these demonstrations was 15,940.

Demonstrations in Dairy Work. There has been a steady increase in demand for better dairy cattle thruout the State. Many phases of this; such as, pastures, grain mixtures, sanitary barns, milk sales, sanitary dairying, care of young stock, permanent pastures and securing of high-grade cattle; come to the attention of agents. This work varies in the different areas of the State. Dairymen in supplying winter trade and getting the benefit of high prices are particularly interested in securing good cattle and methods for high production. Those in the northern part of Florida while interested in the same phases, are more concerned regarding pastures, the care and management of young stock, the development of herds, securing sires fit to head the herds and many breeding problems.

Dairy Specialist H. L. Brown has devoted the greatest portion of his time to those localities where dairying is a real industry, promoting milk manufacturing plants, giving the dairymen and agents assistance with a view to building up a permanent industry, reducing costs and giving direct help in dairy management.

The county agents have cooperated with the Live Stock Sanitary Board in testing animals for tuberculosis and in organizing to keep them free of this disease.

Beef Cattle Demonstrations. Owing to the apparent lack of interest on the part of livestock men in beef cattle production, the work in this direction has been relatively small. During 1922, 100 purebred and high-grade females were secured and 11 herds were established. Two beef-feeding demonstrations involving 1,500 cattle, were supervised. During 1923 nothing of importance was reported. However, there is general assistance called for in beef cattle production, most of which is handled thru Professor John M. Scott, animal industrialist.

Hog Demonstrations. The number of hog demonstrations for the biennium is less than for former years, due largely to low prices paid for hogs and to the fact that many of the better breeders had sold off their breeding stock. This work has consisted principally of placing high-grade or purebred breeding stock on the small farms, securing these animals from breeders and placing them where they would be best taken care of. Some hog pasture demonstrations have been carried out, especially in northern Florida where hog raising continues to be an important cash industry.

Aside from these demonstrations, county agents are called upon to control disease and insect pests, principally hog cholera and other diseases, advise how to manage herds so as to keep down lice, worms and other parasites and to aid in marketing hogs during the early part of the season when prices are usually best.

As club work is also handled by county agents, the hog demonstration work has been a part of club work, making it possible to hold cooperative sales and to make carload shipments to the packing houses and livestock dealers located in the principal buying centers.

While hog cholera work is largely under the Live Stock Sanitary Board, yet in many counties agents are required to give definite assistance; this takes a large part of their time.

Poultry Demonstrations. The poultry work has made important improvements in every area of Florida. Perhaps no part of the extension service has been of greater value than that devoted to the poultry industry. Approximately 80,000 birds have been used in demonstrations for better feeding methods, housing, marketing, control of insect pests, etc.

There has been much interest in the securing of better stock and the extension poultryman has his time fully occupied in meeting inquiries and demands and suggesting improvements in the poultry industry. Much of the work has been confined to the smaller flocks on the average farms. In a few instances, commercial poultry plants have received important assistance. Emphasis in every case is placed on more profitable poultry for the average Florida farm.

Soil Improvement Demonstrations. Soil improvement demonstrations have been principally to establish crop rotations that will permanently build up the land. Conserving humus, growing suitable legumes, applying commercial fertilizers economically and using ground limerock where needed have been advocated. The acreage involved in these demonstrations was 27,177.

While the farmers of Florida have a relatively small amount of stable manure to apply to their lands, yet the tonnage used is considerable, when one takes into account the amount purchased. Therefore, much attention has been given to making composts, preserving farm manures and using this source of fertilizer to the best advantage. This applies to the growing of vegetables, citrus, farm crops, etc.

Farm Management Demonstrations. Only a small amount of work has been done in farm management, aside from general farm practices. However, 86 farmers have kept records with a view to determining cost accounts and the most profitable crops. Many others have kept partial accounts that have assisted them in checking up on fertilizer charges, labor, etc.

Emphasis has been placed on labor-saving and efficient machinery. A total of 512 farmers are reported to have purchased tractors, sprayers, milking machines and other machinery to economize in labor.

Demonstrations in Sales and Purchases. The extension service has given important consideration to economy in all farm operations. The cooperative purchases coming under this service have amounted to over $226,000, at a saving of from 10 to 25 percent. Thru cooperative sales, which have amounted to over $500,000, the farmers have had their incomes increased by more than $100,000. These items include many purchases and sales for which the agents are directly responsible. They are also responsible for the stabilization in prices in many districts where heretofore there has been no competition. This service has been highly appreciated by farmers and is one that requires much careful judgment, takes much time and must be handled with much care and judgment.

Miscellaneous Activities

Extension agents are called upon for a variety of services, as already indicated. Strictly farm and home work does not by any means occupy their full time, as practically every organization for the welfare of agriculture in the county looks to county agents for direction and assistance. The supervision and management of community and county fairs occupies from 30 to 90 days each year with many agents. Counties that make state or national exhibits look to the extension agents to manage almost the entire arrangements.

It is a question in some counties as to just how far this work should proceed without assistance. Nevertheless, it gives opportunity for the agents to display their activities and to cooperate with others who are promoting these activities, being in that way an advantage to extension work. The chief disadvantage is that it often consumes a large amount of time when other work is pressing.

Boys' Agricultural Club Work

The boys' agricultural clubs in counties are organized by county agents. These activities are also under the direction of district agents and are a part of the program of county agents.

During the biennium club work was conducted with the following farm crops: Corn, cotton, peanuts, Irish and sweet potatoes. Also clubs were conducted in pig breeding, pig feeding, bee culture, dairy calf work and citrus growing. Boys between the ages of ten and eighteen were enrolled as members and they did such work as was most suitable under the circumstances. Except for cotton and citrus clubs, this work has gone along as in previous years, which means better cultural methods, lower production costs and a more profitable disposition of products.

The work in cotton clubs was undertaken to carry out the Florida method of boll weevil control. As the process is simple, it was considered a suitable line of work for boys to undertake. The agents gave these boys more careful attention than in the case of adult farmers, however, requiring the boys to do practically all the work. The results corresponded closely to those of adult farmers; that is, on account of excessive heavy rains at the critical period many demonstrations were not successful. Still, a few proved exceptionally good, increasing the yield of cotton from 50 to 100 percent over those where the method was not applied.

Citrus Clubs

Citrus clubs were conducted for the first time in four counties. It has been difficult to conduct club work in much of the citrus area, due to the system of horticulture. This club contemplates training for boys of school age, particularly in the study of disease and insect pests and their control, methods of fertilization and cultivation. This club differs from others in that it is difficult to realize on direct returns. The purpose in view is to teach boys better methods of citrus culture and enable them to handle successfully the pests that are found in practically all groves of the State.

Boys' Short Course

Short courses for club boys were held at the University of Florida during the summers of 1922 and 1923. Those winning scholarships were the prize-winning boys of their counties. These club members were given practical training in actual farm work on the University farms. They were taken to the dairy barns, horticultural grounds, experimental plots, greenhouses and to classrooms. Their courses of study were developed by the agricultural faculty. During the two years 225 boys have taken part in these short courses.

The expenses of the boys are borne principally by railroads, banks, boards of county commissioners and private citizens and are awarded to them as scholarships for efficient work under the direction of county agents. Many of these boys who are now attending grammar and high schools are making preparations for higher education and it is the opinion of those in charge that this short course gives them an opportunity to realize training somewhat similar to that of college.

Club Camps

As a reward for club boys in producing crops, etc., county agents arrange for club camps at some convenient place in the county. Usually, two or more counties go together for three or more days, giving part of their time to agricultural study and the remainder to recreation. These club camps frequently include members of girls' clubs, supervision being made by the supervisory forces of the Division.

Scholarships

A limited number of scholarships to the College of Agriculture, University of Florida, have been offered to boys as state prizes. When the winner is not old enough nor sufficiently advanced educationally to enter college at the time of winning this scholarship, the fund is held in trust until he is qualified. These scholarships are provided by the State Bankers' Association, commercial companies and others.

Agricultural Club Exhibits at State Fairs

In order to bring the value of club work before the people, cooperation is carried out with state fair associations. These associations provide prizes and allow space for display of the boys' products. In 1923 a Poland-China barrow fed out by Charles Reams of Madison County was declared grand champion of the 1923 hog show at the Florida State Fair, Jacksonville. This winning attracted much attention, as this club member won out in competition with hogs fed by the best breeders of the State.

As a further reward for merit in club work a prize was offered, consisting of a trip to the International Livestock Show at Chicago, given by Armour & Company. This prize provides all expenses for the club member and his county agent to attend this international show.

Dairy Specialists' Work

The dairy specialist of the Division conducts his work in counties with the agents, working principally where dairying is of the greatest importance. During the biennium the dairy specialist has worked primarily to improve the dairy animals on the farms. This has been done to eliminate scrub sires and replace with purebreds with outstanding production records, to breed out the non-producing cows and replace them with either high-grade or purebred stock. Owing to the presence of the Texas fever tick in most counties, it is practically impossible to bring in mature animals with safety, so that it has been necessary to select animals from tick-infested farms. In St. Johns and Columbia Counties calf clubs have been started. These clubs are handled just as is other club work and usually are financed by banks or railroads.

Improved Methods of Feeding

This is done both to provide a better ration for the dairy herd and to reduce cost, eliminating as far as possible purchasing and replacing with home-grown feed. Efforts were made to work out programs for supplying green pastures the year round.

Poultry Extension Work

Poultry extension work has a greater distribution over the State than any other single project. It is carried on by both county and home demonstration agents.

Its purpose is primarily to bring about improvement of farm flocks and assist in marketing. It extends into commercial poultry raising, both in town and country, also to the back-yard flocks wherever they are found.

During the fiscal year ending June 30, 1923, the work with women's and girls' poultry clubs was conducted by the home demonstration workers under the direction of Miss Minnie Floyd. This work was primarily introducing better stock either with settings of purebred eggs or by starting with purebred birds.

Community egg circles were organized, which gave opportunity for cooperative marketing. These egg circles emphasized grading the products and placing them in the best marketable condition.

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Attention was also given to the selection of birds for show purposes inasmuch as county and home demonstration agents gave attention to exhibits at fairs.

On June 30, 1923, Dr. N. W. Sanborn also resigned to give full time to college work, which left the Extension Service without a poultryman until December, when Mr. H. B. Lansden was appointed. In the meantime, county and home demonstration agents conducted poultry extension work without the leadership of a specialist. Since Mr. Lansden's appointment he has been emphasizing the following, working with county and home demonstration agents:

A. Organization of county and community poultry associations.
B. Poultry houses and equipment.
C. Standardization of poultry products.
D. Boys' and girls' poultry clubs.
E. Extension poultry schools and short courses.
F. Caponizing demonstrations.
G. Poultry judging contests and poultry exhibitions.

Demands on the extension poultry agent have taken all of his time. While each county has its own problems in poultry raising, the lines of work as indicated above are emphasized in each place.

There is a growing demand for poultry extension work. In several locations where crop failures, particularly cash crops, made it necessary for the farm income to be secured from other sources, many farmers have undertaken to make poultry production a much more important part of their business than heretofore so that much has been done to help such farmers in getting started.

Commerical hatcheries have been established in Leon, Suwannee and Alachua Counties, using incubators of 10,000 egg capacity. The county and home demonstration agents have given their assistance in securing cooperation on the part of farmers for making these a success. This promises to be an important step in securing a better grade of poultry throughout the State.

Marketing Dairy Products

One of the big problems in farm dairying is to find suitable markets thruout the year. In order to do this dairymen must have a thoro understanding of supply and demand thruout the various seasons, must realize the importance of handling the milk under sanitary conditions and make prompt deliveries where contracts are made. This means that in some cases whole milk is most profitable; in other cases sour cream will bring the dairyman the most money. It also requires cooperation on the part of dairymen, so that they may produce to ship collectively and thereby save transportation costs. The milk demand, particularly in southern cities, is greatest during the tourist season; therefore, supply must be regulated as far as possible, in order that summer production be consumed at a profit. This means a reduced demand and a lower price.

It is recognized that the supply and demand for liquid milk as produced in Florida will not control the price here. Much whole milk and sweet cream are shipped into the State, in addition to large quantities of condensed milk, buttermilk and cheese. With better facilities for handling dairy products, Florida dairymen are called upon to produce dairy products in competition with those shipping them into the State.

Creameries have been established at West Palm Beach, Brooksville, Gainesville and Ocala and the extension dairy specialist has given these a fair proportion of his time. He has also worked with dairy club boys in cooperation with Smith-Hughes schools.

Livestock and Forage Crop Work

This has been conducted in practically all the important livestock counties under the direction of the extension animal industrialist, whose work has been to produce and distribute important grasses, to plant rotation pastures and to give general assistance to dairying. During 1923 his department distributed grass seed to carry out demonstrations in six counties. The farmers were required, in order to get this seed, to prepare either three or five acres of suitable land, locating it where it would serve as a demonstration to surrounding farms. Cooperation in this phase of work has been with the Federal Bureau of Plant Industry. This has extended into 35 counties, and is done in direct cooperation with county agents and the dairy specialist.

Entomology and Plant Pathology

Owing to the importance of the citrus and vegetable industries it was necessary to give particular attention to diseases and insects affecting these crops. The work of the entomologist and plant pathologist was to assist county agents in the control of insects and diseases and to aid them in carrying out demonstrations, using the right materials and the proper spraying equipment. Practically every horticultural crop received attention, not only in the commercial trucking centers but in counties where these crops were grown for home use only.

Extension Schools Arranged by County Agents

These were conducted during spring with good attendance and satisfactory responses.

Home Demonstration Work

Poultry: Poultry is the chief source of income to farm women and girls. The poultry projects undertaken by home demonstration agents are the standardizing of flocks and poultry houses, development of better feeding methods, culling flocks for better egg production, establishing poultry clubs with girls and boys, organizing community and county poultry associations, and forming egg circles. During the biennium 2,293 girls and boys and 2,715 women carried on various phases of standard poultry work under the supervision of home demonstration agents and the state poultry specialist. The farm-flock egg-laying contest conducted in 1922-23 with 100 members from various counties aroused much interest in the care of the flock for egg production.

Food Conservation: Food conservation is stressed so as to preserve food for home use, thus practicing thrift and reducing cost of transporting food from a distance, to insure a varied diet all thru the year and to put surplus home products into marketable shape. Twenty-eight counties have reported that 2,761 women and 2,266 girls canned 147,261 containers of fruit, 293,259 containers of vegetables, 51,083 containers of meats and fish, 125,790 glasses of jelly, 80,962 quarts of preserves, 40,176 quarts of pickles, 18,294 quarts of fruit juices, 7,526 quarts of vinegar. The food conservation specialist is the leader for this phase of the work.

Nutrition: During the biennium special emphasis has been given to reasons for using fruits, vegetables, unrefined cereals, poultry and dairy products in the diet. Food preparation and utilization have been developed thru demonstrations in the study of principles of cookery. Bread exhibits and scoring of breads have created interest among the women and bread-making teams and contests have improved the quality of bread made among the girls. Child feeding and care thru which study has been given to bring children to normal weight and health has been stressed. Nutrition classes with the mothers have caused many changes in both feeding and care. Forty-two school lunches which provide for better nourishment for the child during the school day, have been established. Nutrition clinics have been held in many of the counties in cooperation with the State Board of Health, women's clubs and school authorities, resulting in such corrective work as treatment for hookworm, dental surgery, and the adopting of a nutrition program for study.

Clothing: Twenty-eight counties reported 2,257 women and 6,138 girls as carrying definite clothing projects, consisting of selection, construction, remodeling and renovating dresses, hats and other articles. Millinery proved to be one of the most popular projects of the clothing program. The millinery work has been developed thru schools conducted by district agents, county agents, and an experienced milliner employed for five months during the biennium. The home demonstration agents conducted the clothing work, other than the millinery, without assistance except that rendered by local leaders.

Horticulture: During the biennium 2,352 women and girls have been working with part-year gardens and 635 with all-year gardens. Gardening work is stressed so that there may be a supply of vegetables for use in the diet the year round. The surplus of garden products is often marketed when fresh and canned. Interest is growing rapidly in beautifying the home and school grounds, planting of flowers, evergreens and small shrubs. Demonstrations are given in the care of plants thru proper transplanting and spraying for disease and insect control. Charts have been worked out which show when, how and where to plant for best results.

Home Dairying: The object of home dairy work is to increase the quantity, improve the quality and stimulate greater use of dairy products in Florida. "A dairy club in every county and a dairy cow on every farm," is the slogan adopted for home dairy work. Such subjects as breeds of dairy cows, the value of keeping dairy records, hints on feeding dairy cows, proper handling of milk and milk utensils, nutritive value of milk and milk products, making of choice farm butter, cottage and cream cheese, tick eradication and simple farm remedies for the dairymen, are studied thruout the year.

Marketing: Much interest has been aroused in marketing of dairy, poultry, garden and canned products and miscellaneous products, such as basketry and other articles made from pine needles, honeysuckle, wire grass and palmetto. These products are sold thru curb markets, women's exchanges, home bureaus, egg circles and poultry associations.

Home Improvement: 1. Interior—as a result of the high standards of living which are developed with home demonstration work, comes the improvement of the home both inside and out. There have been 4,454 women and girls enrolled in this project. Their work has consisted of making and refinishing household furniture, rearranging kitchens, improving rooms thru furnishings and decorations, working over old furniture, installing labor saving devices, improving equipment, more careful planning of work, screening, building and remodeling dwellings according to plans furnished by home demonstration agents.

2. Exterior—Much attention has been given to the outside of the house as well as the inside. This has resulted in painting of buildings around the home. One thousand five hundred sixty-three girls have carried beautifying the home grounds as a definite project.

Home Health and Sanitation: All club members, both women and girls, are encouraged to adopt better sanitary practices. In one year 15 counties reported that 86 homes were given instruction in home nursing and first aid, 75 sanitary closets were installed, 236 houses screened and 2 sewage-disposal systems installed.

Community Improvement: That community spirit has been developed thru home demonstration work is proved by the fact that organized clubs have studied the needs of their communities and worked on community problems. From this study has developed markets for women's articles, school lunch rooms, the beautifying of highways in some communities, beautifying of school and church yards and the building of eight community club houses.

Organizations: During the biennium there were 416 organized women's clubs with a membership of 4,631 and 950 junior clubs with a membership of 10,593. From these community organizations have developed excellent county organizations which are growing as a result of a broader outlook. At present there are 12 junior county home demonstration councils, 2 county home bureaus and 15 county organizations for women's clubs. Thru these organizations definite plans are made for the year's work with representatives from each community in the county. There is a State Junior Home Demonstration Council and a State Home Demonstration Council for adults. These councils meet annually during the short courses for girls at the State College for Women and at the Farmers' Week at the University of Florida. During these meetings the girls and women give reports of the home demonstration work which the clubs in the various counties are conducting. They adopt definite plans for future work.

Contests: County contests in girls' work have been held in almost all counties where there are home demonstration agents. Exhibits showing the different phases of work as carried out by different club members were on display and judged. Demonstration club teams contesting in bread making, poultry culling, etc., on these contest days have aroused much interest among the adults as well as the juniors.

Camps and Rallies: Twenty-seven junior camps and rallies were held with an attendance of 3,197 girls. Camps were popular and proved excellent for recreation and means for giving special instruction and training to club members in groups that could not be given otherwise. Regular programs were carried out and camp rules observed.

Short Courses and Scholarships: During the biennium two state short courses for prize-winning club girls were held at the State College for Women with an attendance of 275. These scholarships were awarded by women's clubs, banks, county commissioners, school boards and individuals. Montgomery Ward & Co. gave a $140 scholarship to the outstanding club girl to attend the Boys' and Girls' Club Congress held in Chicago, December 2-8, 1923. The short course for women during Farmers' Week at the University of Florida was attended by 200 women who took advantage of the home economics courses offered.

Agricultural Extension Work for Negroes

Agricultural extension work for negroes has been conducted in 12 counties in 1922 and 14 counties in 1923. This project has been carried along largely from state and federal appropriations, altho four counties have contributed to home demonstration work. These agents are under the direct supervision of a local district agent, A. A. Turner, who reports to the state leader and to the state home demonstration agent. The local agents appointed in counties are required to report weekly to the county or home demonstration agents in counties so that the work will have some local supervision. Good cooperation has existed between these agents and the work is conducted according to an orderly plan.

For men and boys, the principal work has been with field, garden and livestock clubs. The field and garden clubs study practical methods of farming, gardening and trucking, principally the production of corn, sweet potatoes, cotton, peanuts and such vegetables as are marketable and used for home consumption. This work has been conducted in a similar way to that of white agents and mainly to increase yields and to reduce the cost of production. Livestock clubs have been principally pig, poultry and dairy. The third, however, has made little progress, due to the presence of cattle ticks in most areas and the inability of the average negro farmer to handle the situation with his limited resources and meagre equipment. However, there are exceptions in every county where a few negro farmers are making satisfactory progress. One negro farmer in Leon County has a 40-cow dairy and is marketing his products to advantage. Another farmer at Hastings is one of the most successful potato raisers in the community. In Marion County a negro farmer owns an 80-acre farm and is a leader in the production of truck crops. These leading negro farmers have given their attention to the development of negro extension work and have been of material assistance in carrying it along.

In home demonstration work the agents have occupied their time principally with poultry, gardening, sewing, nutrition and thrift clubs. Their plan is to organize communities as best they can in school houses or local centers, then visit the homes and assist the women and girls in improving their homes. They endeavor to stimulate industry, thrift and responsibility. Inasmuch as most of these homes are poorly equipped, it is important that the owners make the best use of the materials at hand. Therefore, rug making, basketry, sewing, proper cooking of foods and sanitation have been emphasized in various ways.

The personnel of the local negro agents is much above the average in each community. These agents are selected because of their industry and thrift and their desire and ability to teach. One of the greatest handicaps is in finding negroes so qualified. Nevertheless, the work has made fair progress and there is reason for believing that the results accomplished are fairly satisfactory.

In addition to the supervision from the extension supervisory force, the federal supervisor of all negro work in the South visits Florida and confers with the local agent and those in charge.

Length of Term.—The length of term for these agents has been less than a year in most cases. Where local aid is provided the term has been from 9 to 12 months; where no local aid is available, 8 to 9 months is the period. The agents are off duty at the time of year when there is the least activity on the farms. It would be desirable to continue this work thru the entire year, applying sufficient funds to engage the services of agents who are better trained. This will be necessary in order to further develop the work.

The boys' and girls' work, with both men and women agents, has been considered their most important activity. These boys and girls are instructed in productive club work. They are organized, their work systematized and recognition given to their efficient guidance. The negroes have shown a responsive attitude to the work as a whole and, while there has been difficulty in conducting this in the systematic way desired, the response from local people indicates that the work put on is being appreciated.

Some attention has been given to exhibits at state and county fairs. This has been of help in arousing interest and has met the approval of fair managers. It also has served as a stimulus for better work by those who have taken the greatest amount of interest in it. No funds have been provided by the Agricultural Extension Division for carrying this work along and in many cases the local agents have actually incurred some personal expenses in order to be assured that their displays would be credited, so that the work in this respect has been commendable and well worth the effort and time incurred.

The statistics as reported in the Annual Reports for 1922 and 1923 will give an idea of the accomplishments and will indicate that progress is being made from year to year.

Financial Statement

The receipts and expenditures used in agricultural extension work for the biennium are as follows:

Receipts	Biennium 1922-1924
College of Agriculture Funds	
Smith-Lever, Federal	$117,744.50
Smith-Lever, State	97,744.50
Supplementary Smith-Lever, Federal	30,992.16
Supplementary Smith-Lever, State	30,992.16
U. S. D. A. Appropriation	45,000.00
State and College Appropriations	25,706.85
County Appropriations	147,782.26
Total	$495,962.43

Expenditures	
Administration	$ 27,061.54
Printing and Publications	5,895.93
County Agents' Work	224,794.43
Home Demonstration Work	162,765.89
Boys' Club Work	10,848.49
Animal Industry	9,481.39
Negro Farm and Home-Makers' Work	32,014.26
Plant Pathology and Entomology	11,690.57
Poultry Industry	7,019.03
Extension Schools	2,354.86
Balance	36.04
Exhibit at Fairs, 1923-24	2,000.00
Total	$495,962.43

Source of Extension Funds

The Federal Smith-Lever fund is provided for in the Smith-Lever Act passed by Congress in 1914. Its provision is that the State must appropriate an annual offset amounting to $10,000 less than the Federal Smith-Lever fund.

The Federal Supplementary Smith-Lever Fund is provided for by annual appropriations of Congress and must also be offset by state funds in order that its benefits may be secured.

Appropriations of the United States Department of Agriculture are allotted to the Agricultural Extension Division of Florida by the extension service of the United States Department of Agriculture. This appropriation differs from the above in that no stipulated amount is assigned to each state, the division of this being left entirely with the director of extension of the United States Department of Agriculture.

County appropriations are made by county commissioners and used almost entirely in the payment of county and home demonstration agents' salaries and expenses.

State appropriations are provided for by the Florida Legislature.

For the fiscal year ending June 30, 1923, the total receipts from all sources was $244,573.95 and for the fiscal year ending June 30, 1924, it was $251,388.48, making a total of $495,962.43 for the biennium.

From the foregoing report it will be noted that only 50 counties in the State have been served by the Division and some of these for only short terms, so that the funds available were insufficient to carry the work out in every county, as was contemplated in the passage of the Smith-Lever Act. With the extension funds available during the last biennium it has been possible to pay $780 a year out of state and federal funds on the salary of each county and home demonstration agent. The remainder of the salaries were made available from county funds appropriated by county commissioners and school boards.

It would be desirable to have available sufficient funds to pay at least half the salaries of these agents from state and federal funds, thereby relieving the counties to this extent. This is particularly desirable in case of counties where the assessments are low and where the one-half mill levy is not sufficient to provide enough funds to employ competent agents. This would also be desirable from an administrative standpoint, inasmuch as the Smith-Lever Act requires that the county and home demonstration agents be appointed and their program of work approved and supervised by the Agricultural Extension Division. As it is the greater part of the funds now used for county and home demonstration agents' salaries are paid by counties, which requires that each board of county commissioners make sufficient levy in its county each year; the continuation of the work from year to year in the counties is dependent on the appropriations made by these county boards. This arrangement places a degree of uncertainty on the continuation of the work and makes it difficult to secure the services of trained people who hesitate in accepting positions unless there is a degree of permanency.

For the most part, the county commissioners continue their appropriations from year to year. However, each year, due to changes in the personnel of boards and to the financial condition of counties, it becomes necessary for the district and supervising agents to appear before these boards and present the merits and conditions of the work. This is not always possible, due to the fact that boards hold their regular meetings on approximately the same day of each month.

During each year that extension work has been in operation in Florida some county boards have failed to meet the requirements and the work has had to be discontinued in those counties. This degree of uncertainty makes administration difficult and uncertain.

As the Division contemplates a constructive program extending over a period of years, it is highly desirable that a program be outlined covering five or more years which, under the present arrangement, is practically impossible, due to the uncertainty of county boards in providing sufficient funds.

For these reasons, it would be disirable that the State Legislature supply additional extra funds over and above those required to offset federal funds, so that there would be available sufficient money to pay at least half the salaries of county workers.

Negro extension work is conducted almost entirely from the funds of the Agricultural Extension Division, only small amounts being secured from counties and at present the amount allotted is sufficient for only 14 counties. It would be desirable to extend this work into a greater number of counties and conduct it thru the entire year, engaging the services of agents who have had special training in extension work. With the present funds available, it is possible only to secure agents who have had practical farm experience, with some teaching experience. While these agents have performed faithful service and have carried out the programs of work to the best of their abilities, it is recognized that the work must continue in a more aggressive and satisfactory manner; it must be carried on by agents of better training who have greater foresight and judgment and sufficient agricultural education to become leaders in their respective counties. For that reason, the detailed budget requested provides for additional funds for negro extension work.

Farmers' Week

For the fiscal year ending June 30, 1924, there was provided for the Citrus Seminar $250, for the Livestock Roundup $250 and for Farmers' Week $1,000, making a total of $1,500. These activities were combined into Farmers' Week. Thru the assistance of every organization working in cooperation with the Agricultural Extension Division, Farmers' Week has proved a success, each year taxing the entire capacity of the organizations in charge and requiring a larger amount of money than had been appropriated. This has proved to be a profitable phase of extension work, as shown by attendance records. In 1922 the attendance was 143 and in 1923 it was 707, and there is every reason to believe that this phase of the work will eventually bring together each year several thousand people from the farms and homes of the State. In making preparation for this, the committee recognized the necessity for economy on every hand and a large part of the program was made without taxing the funds set apart for it. But, with the increased attendance in prospect for coming years, it is necessary that there be additional funds provided to take care of this event for which an increase has been requested in the budget for the coming biennium.

With the agricultural development of the State expanding in all directions, each of these demanding service, it requires an elastic and extended program to carry out agricultural extension work. It is clearly evident that the services of trained men and women will be in greater demand in future than in the past, which will require sufficient funds to meet this condition and to provide for better salaries for county workers and place the Agricultural Extension Division in a position to meet growing demands. It is further recommended that all appropriations made by the State Legislature be continuing appropriations, inasmuch as the Federal Smith-Lever Act of 1914 provides for a continuing appropriation for this work.

For Detailed Budget of the Agricultural Experiment Station and its Divisions, see Table of Contents.

BIENNIAL REPORT OF THE GENERAL EXTENSION DIVISION

To the President,
University of Florida:

I beg to submit herewith the Third Biennial Report concerning the activities of the General Extension Division of Florida for the period June 30, 1922 to July 1, 1924.

Service to the State. The General Extension Division serves the state. A million people, a considerable part of whom are not engaged in agriculture, expect assistance with their numerous problems in education, engineering and the arts and sciences, through the General Extension Division just as the farmer expects service through the Agricultural Extension Division. Much has been done, but exceedingly heavy demands are being made by the public upon the General Extension Division at this time and serious consideration must be given to this fact. The people are not asking unnecessary activities to be increased or added to an already heavy burden; but they are asking, in no uncertain terms, for very much more service along the lines established than our present budget will cover and for a few new activities which are now also considered an integral part of the work of every modern university; and those of the cities and towns realize that only a small part of the money spent by the state for extension service is used for activities which will help them.

Men and women now doing the work of the world are demanding that the University help them more and more to keep up with the times by furnishing the knowledge at the command of the university professors and specialists, and to assist them with their problems in numerous other ways.

The tax payer knows and points out that certainly the great mass of citizens has as much claim upon the time of the professors, the appropriation and resources of the university as the small group of fortunate youths who make up the resident student body representing only a small part of the younger generation who have not achieved responsibility and leadership.

The General Extension Division Must Bear the Burden. The General Extension Division must bear this burden of service because it was created by the Legislature for this purpose and represents every college and every department of our state institutions of higher learning in Florida, except agriculture and home economics. Upon it rests the responsibility for making available to the people the accumulated stores of valuable information through the colleges of Arts and Science, Education, Engineering, and the various government boards and bureaus, as the Agricultural and Home Economics Extension Service disseminates valuable information to be had through the Agricultural College, Experiment Station and the United States Department of Agriculture.

Much Has Been Done. The state has been made the campus of the University; however, the General Extension Division is not only a Correspondence-Study Bureau, but by the Act of the 1918 Legislature creating the Division, it is an agency, as far as funds will permit, to help groups and communities in a multiplicity of activities requiring an ever increasing force to develop and conduct if they are not denied the assistance for which they ask.

The State the Campus of the University. Thousands have been reached by the Extension Teaching Department not only through correspondence-study, but class and group instruction; and an effort has been made to fulfill the requirements of the act creating the Division and "to gather information on all subjects useful to the citizens of Florida . . . . and to spread knowledge among them."

The Division offers an Equal Opportunity for Education and consequently an Equality of Opportunity to men and women, boys and girls, everywhere, regardless of age, occupation or previous training.

Citizens in Every County Served. Extension students are found in every county and every town in the state. The farmer's children and the men and women whose education was interrupted may now continue their grammar, high school or college subjects even though they cannot attend school. Valuable information and assistance is also furnished the individual in other ways.

Groups and Communities Aided. Groups in every community large enough to have a post office, have been aided in some way, as will be indicated in the details of this report, by the General Extension Division in an effort to fulfill the requirements of the law, "to stimulate thought and encourage every movement among the people for their mutual benefit."

Work Brings National Recognition. A national reputation has been made for the University and the General Extension Division of Florida because of the tremendous amount of work done in proportion to the available appropriation. And, because of methods employed in accomplishing these results, the work of the Division has been studied and favorably commented upon by the university men from Maryland to the Pacific Coast. However, in spite of the amount of work done and new efficiency methods employed, the present appropriation enables the General Extension Division to meet only a small part of the demands now being made upon it. Three years ago Florida led all southern states in general extension work in service to the commonwealth. Today, this leadership is fast slipping away because other universities have secured sufficient funds to meet the demands made by the people of their respective states for service. The appropriation in North Carolina alone is now about six times what it was when the Florida Division was established, while the Florida Division has received only a twenty percent (20) increase in its appropriations.

Service Demanded. The people want the work; however, under the present circumstances, the Florida Division cannot adequately take care of anywhere near the requests for assistance through correspondence-study, and the group and community services already established; to say nothing of the new work for which the people have asked. The following sections of this report therefore, include not only a statement showing the organization of the Division and a summary of the work accomplished, but suggestions for future activities based upon the request for service from the people which cannot now be met because of a lack of funds.

Larger Appropriations Necessary or Public Be Informed and Denied Service. At least One Hundred Thousand Dollars ($100,000.00) is necessary for the maintenance of the General Extension Division for the next biennial period to keep the Division from disintegrating because of insufficient funds, number of employees and salaries, and to meet the demands and needs of the tax payers of the state, who themselves are asking for an enlargement of the present activities and more than a Hundred Thousand Dollars ($100,000.00) must be provided if the new activities demanded are to be started. If the sum stated is not made available, the public must be informed that greater service cannot be expected or rendered. **One Hundred Thousand Dollars ($100,000.00) for the present work, and Fifty Thousand Dollars ($50,000.00) for new activities, or a total of One Hundred and Fifty Thousand Dollars ($150,000.00) is needed at this time.**

Number of Students and Other Activities Already Limited. The public should know that even under the present circumstances, the Division has been forced to limit the number of correspondence-study students, not by refusing to enroll anyone but by ceasing to advertise to the people that the University can serve them in this manner. Without more money, students will have to be refused admission to our extension courses altogether in the very near future, because practically all of our correspondence-study work is carried on on a fee basis, and instruction for each student costs the state a fixed sum of money. Crowded class rooms and over-worked teachers will not relieve the situation.

It should also be known that requests for class work, short courses and assistance through group and community service activities, have already been frequently refused because of insufficient funds.

In addition to these things, it should be repeated that the General Extension Division service has become an integral part of the University work and that requests made are not from the Director, but from the People and that they are not for unnecessary activities to be added to an already heavy burden, but must be provided if we are to meet the demands of a million people of the state already at work, who have indicated that they believe they have as much right to expect service from the University as the smaller group of fortunate youths who make up the resident student body.

ORGANIZATION

In order to render the greatest public service in a growing state, the development of departments with sub-divisions called bureaus has been necessary. Expansion within these departments to meet the demands of the people will depend upon the support of the Legislature.

DEPARTMENT OF EXTENSION TEACHING

The Department of Extension Teaching offers every Floridian an excellent opportunity to take practical courses which will help him advance in his vocation or finish his education. The work is carried on through

1. Correspondence-Study Bureau
2. Class and Group Study Bureau
3. University Extension Centers (proposed)
4. Short Course and Institute Bureau
5. Radio (proposed)

CORRESPONDENCE-STUDY BUREAU

A system of correspondence-study offering men and women everywhere an opportunity for educational advancement is the plan of the General Extension Division. As soon as possible and as the funds will permit, the widest range and grades of study and supervised reading, covering the demands of our people will be supplied.

The following general classification covers the work as it is now conducted:

Review Courses—For state and special teachers' certificates.
Civil Service Courses—To prepare for government positions.
Commercial Courses—In preparation for business.
Agricultural Courses—For busy men and women.
High School Courses—For eighth grade and two and three-year high school graduates who wish to finish education and seek admission to state institutions.
Teachers' Correspondence Courses—For extension of certificate and university credit.
College Courses—For university credit.

All work is given to men and women and the high school and college credit earned by correspondence-study is recognized by the University of Florida and the State College for Women. Students may enroll at any time, and proceed as rapidly as their time and ability will permit.

People Want the Work. That the people of Florida appreciate the Correspondence-Study Bureau is shown by the very large enrollment and the rate at which the work has grown. Three thousand six hundred and forty-six (3,646) new registrations have been recorded during the period covered by this report, in spite of the fact that lack of funds has made it necessary to limit the number of students by not offering any new courses, although requested, and by staying out of print; thus not encouraging the enrollment of new students. In addition, two thousand four hundred and eighty-five (2,485) registrations were carried over because of a rule allowing students twelve (12) months in which to finish their work.

and Chambers of Commerce, and should be conducted in cooperation with the public schools furnishing the equipment and the teachers should be paid by the hour out of funds of the Division.

Some work has been attempted but because of a lack of funds nothing has been done in Tampa, Key West, Jacksonville, and elsewhere. An increase in the appropriation with a reasonable amount of money allotted to this type of class instruction alone will make it possible for the General Extension Division to follow the example of other state Divisions and do this particular piece of work which is the duty of the state.

The subjects taught should include the "three R's" and Civil Government. An outline covering the Constitution of the United States should also be printed for general distribution.

Courses should also be offered through extension classes to the men who are physically able to profit by the work and under the direction of the superintendent, to all disabled veterans at the Hospital at Lake City.

A great variety of class work has been requested and is in demand and many classes should be organized with the cooperation and for members of the Florida Federation of Women's Clubs, Professional Women's Clubs, and cooperation with the Y. W. and Y. M. C. A.'s of the state. The Y. W. and Y. M. C. A.'s are giving instruction in our cities, but students cannot secure university recognition for high school work taken in this way, and no real college subjects are offered; consequently, there is an opportunity for constructive work in cooperation with these agencies.

It can easily be seen at the present time that the University is not even in a small measure taking care of the demand for class instruction in the various towns and cities of the state. Five Thousand Dollars ($5,000.00) is needed to help the teachers, business men and women, young people, and others through extension class teaching.

EXTENSION CENTERS

Requests have come from Miami and other cities in the state to establish Extension Centers. In an Extension Center, a number of classes are conducted along various lines to help the numerous groups found in cities who desire a type and kind of class instruction, particularly for university recognition, which cannot be handled by the State Board of Vocational Education. The work should be placed in charge of a man selected from the faculty of the public schools to act as secretary on a part time salary, paid by the University and responsible to the president of the University through the Director of the General Extension Division. Classes should be supervised by local instructors who would not be recognized as university teachers. Students who took college subjects in Extension Center classes should be required to also register as correspondence-study students and send all lessons to the University for correction in the regular way.

In this event, the Extension Center instructor would be looked upon only as a class lecturer and supervisor.

The Extension Centers are badly needed in the state and can well be modeled after those established in other states where the work has been tried out. As stated they will fill a great need because through these centers, a kind of work will be conducted for intelligent groups of men and women, who are not reached by the Y. W. and Y. M. C. A.'s or the State Board of Vocational Training. Available information indicates that classes in business management, advertising, commercial law, accounting, banking, economics, English, foreign languages, mathematics, interior decoration, political science, transportation, traffic management and foreign trade, and courses in education for the public school teachers, should be conducted. Among other things, it might be advisable to attempt a few courses for contractors and construction engineers because of the tremendous building program going on in the state and the large number interested in this work.

Extension Centers should be established as soon as possible in Pensacola, Jacksonville, Tampa, St. Petersburg, Orlando, Miami, and Key West. The centers in St. Petersburrg, Orlando and Miami, should also be made to serve the needs of people in nearby cities. Six Thousand Dollars ($6,000.00) is needed to organize this work, and help pay the instructors. The rest of the necessary funds should come from modest fees charged the students, while class rooms and other needed equipment and assistance should be supplied by the public schools and other cooperating agencies.

INSTITUTES, SHORT COURSES AND CONFERENCE BUREAU

Professional business men and women, teachers and other citizens are demanding instruction and service from the University which in many instances can best be rendered by holding annual Professional Weeks, Short Courses, Institutes, and Conferences at Gainesville and other convenient points in the state. Whenever possible, these meetings should be held at the University because it will bring many people from all parts of the state and specialists of national renown. Those in attendance will not only receive instruction, but extend their acquaintance among people in similar kinds of work, talk over their problems and get a wider vision of their opportunity. The students at the University will also be affected and get a new outlook on these professions; and many will be influenced in their life work by them.

Because of insufficient funds it has been necesary for the General Extension Division to wait until the demands from a given source made it imperative to put on a short course of a particular kind. As a result (1) a few short courses have been held and have been very successful; (2) some short courses have been requested and planned; then because of more pressing demands from the correspondence-study department or other work actually in operation, these institutes were abandoned for lack of funds; (3) a number of short courses have been requested by our people who have been told that funds were not available and if possible the course in mind along with others, would be put on if the next Legislature supplied sufficient funds.

The short course method of instruction is a most effective means of serving, in a measure, some of the great groups of citizens not interested in Agriculture or Home Economics; and the Director of Extension earnestly urges the Board of Control to ask for Fifteen Thousand Dollars ($15,000.00) (Seven Thousand, Five Hundred Dollars ($7,500) a year) for the next bi-ennial period, to hold short courses and professional weeks and conferences at the University, and institutes for the teachers and others throughout the state.

The Fifteen Thousand Dollars ($15,000.00) will be required to carry on the work which has been conducted from time to time, in order to put this work on a regular and permanent basis, and to enable the Division to put on short courses which have been suggested and planned and abandoned, and also meet some of the requests for assistance and service through other short courses, which are being listed in order that it may be known what the people of the state want and expect. Ten Thousand Dollars ($10,000.00) in addition to the Fifteen Thousand Dollars ($15,000.00) will be needed in order to carry on all of the work the people expect.

(1) SHORT COURSE PUT ON

Teachers' Institutes. Two Thousand, Five Hundred and Seventy-Three (2,573) teachers, or about forty-five percent (45%) of the entire white teaching force of the state, were reached through Teachers' Institutes, conducted for the purpose of helping the teachers of the state professionally and giving them inspiration for their work. These institutes were held from August 12 to December 18, 1922, and were usually conducted in county seat towns. It was the plan to have all the teachers of a single county report at one of these institutes. The institute team, was extremely successful in the work, not only helping the teachers professionally, but carrying the message of the General Extension Division of the University to them and organizing the work of the Florida Educational Association. The Secretary of the Florida Educational Association, gives the General Extension Division credit for thus starting the work of the Florida Educational Association, and says: "The results of these meetings are definite, constructive and constantly expanding, and no one can know the end." "You have done no bigger or more significant piece of work since coming into the state than you did in connection with these institutes." The Florida Educational Association passed resolutions thanking the University for this work. Following is a list of the towns where the institutes were held: Quincy, Bonifay, Tallahassee, Monticello, Perry, Live Oak, Lake Butler, Bunnell, Starke, Sanford, Palatka, DeLand, Leesburg, Green Cove Springs, Clearwater, Bradentown, Arcadia, Fort Myers, Kissimmee, Orlando, Tampa, Bartow, Lakeland and Ocala.

No Teachers' Institutes 1923-24. It has not been possible to hold teachers' institutes during the winter of 1923-24 and it will not be possible to hold any during 1924-25 because no money is available for this work. This is one of the most important activities of the Extension Division, however, and Three Thousand Dollars ($3,000.00) for the bi-ennial period, One Thousand Five Hundred Dollars ($1,500.00) a year, or approximately Fifty Dollars ($50.00) for each county during the next bi-ennial period, is urged and should be added to the appropriation of the General Extension Division in order to enable the Division to help the teachers of the state through these institutes. This modest sum will barely enable the University to begin work and to assist the teachers professionally in this manner, as requested by them at the present time, and should be used in the counties pledging the greatest attendance of teachers.

Road Builders Conference. The increase in social and commercial use of highways and the value of good roads to Florida is known; therefore, believing that an annual conference would result in much benefit to be derived from the exchange of views on highway construction, as a part of the General Extension Division program to serve the people, the first "Conference for Road Builders" was held in cooperation with the Civil Engineering Department of the College of Engineering February 8, 9, and 10th, 1923. All highway engineers and others interested in good roads were invited to attend this conference. Practical engineers of national reputation appeared on the program. The conference was very successful and on February 13, 14, and 15th, 1924 the second "Conference for Road Builders" was held at the University of Florida, with a large increase in attendance. The State Highway Commission in many counties urged their engineers to attend, and a large number of county commissioners were on hand. An organization was perfected, and the University was requested to make the Conference an annual affair without fail. At least Seven Hundred and Fifty Dollars ($750.00) should be provided in the total sum asked for for short courses to continue these conferences during 1925 and 1926.

Short Course for Electric Metermen. Because practically every citizen is interested in the consumption of electricity and consequently correct meter reading, it was realized that an effort should be made to give practical instruction to meter-readers and other electrical workers of the state who have no technical training along this line. The first "Short Course for Electric Metermen" was held in cooperation with the College of Engineering April 10-15, 1922, and the General Extension Division and the College of Engineering were asked to hold another course in 1923, but lack of funds made it impossible. In 1924 the work was again resumed, and a short course put on April 21-25 at the University in Gainesville. Municipal and private plants, and electrical concerns throughout the state sent employees and representatives. This work should be made a part of the annual short course program of the institution. If this short course is only put on every other year, Four Hundred Dollars ($400.00) is the smallest sum that would enable the University to conduct the work in 1926 during the next bi-ennial period.

Short Course for Social Workers. The first of the courses for Social Workers was held July 12, 1924, in cooperation with the Department of Sociology of the College of Arts and Sciences, University of Florida, The Children's Code Commission, the Florida State Conference of Social Workers and the Southern Division of the American Red Cross Society. The work was popular and it is advised that it should be conducted with the cooperation of all interested agencies during the summer of 1925 and 1926. Three Hundred and Fifty Dollars ($350.00) will be needed to continue to assist in this work.

Special Lectures in Banking. From August 1 to 5, inclusive, 1922, the General Extension Division and the Department of Economics conducted courses of special lectures in Banking at the University. Lectures were given every day by prominent speakers. Business men and others attended.

Short Course in Refrigeration. A short course in Refrigeration is now being planned in cooperation with the College of Engineering. This course is in great demand and funds should be made available to carry on the work. Five Hundred Dollars ($500.00) will be necessary during the next bi-ennial period.

(2) Some Short Courses Suggested, Planned, and Not Held for Lack of Funds

A number of short courses were planned at the request of organizations and other groups of citizens for the years 1923-24, which had to be abandoned for a lack of funds.

Among these were:

Citizenship Schools or Institutes. Women are turning to the matter of education in citizenship and requests have come from the State League of Women Voters, through the Department of Efficiency in Government and the General Federation of Women's Clubs, to put on Citizenship institutes or schools. Believing that the Citizenship School is the most effective means of securing an intelligent manifestation of interest by women of the state in the problems of government, the General Extension Division has, whenever possible, put on Citizenship Schools as part of the Extension Service. Classes conducted over a period of a number of weeks, have been held in the past by the Division at numerous places throughout the State, and thousands of women have attended courses in American Government and Civics, using a special thirty-two (32) page outline prepared for and printed by the Group Study Bureau. Schools have also been put on in previous years with the idea that the citizens of Florida should know more about and take a greater interest in the government and state institutions. Knowing the interest in this work, and the need for it, the Division planned to hold a number of citizenship schools throughout the state in the Spring of 1924. Investigations were made and preliminary work done; but a lack of funds made it impossible to comply with the wishes of the women of the state. A few of these schools should be conducted at convenient places in the state and should be of at least two days duration. They should consist of five sections, each devoted to lectures and conferences, and special instructors should be employed, as were secured by the General Extension Division to conduct the work during the bi-ennial period ending June 30, 1920. Two Thousand Five Hundred Dollars ($2,500.00) will enable the Division to conduct this work in a limited way during the next bi-ennial period.

Short Course for Scoutmasters. A short course for scoutmasters was planned June 29 and 30, 1923. The work was to be done in co-operation with the Boy Scouts of America. Scoutmasters, assistant scoutmasters, troop committees, council members, principals, men teachers and others interested in the scout movement were invited to attend. It was planned to have scoutmen of national and international reputation appear on the program. Among them were the names of Captain Francis Gidney, Head Training Activities for Great Britain at London, Chief Camp Master of Gilwell Park, training center for all scoutmasters in Great Britain; Lowe W. Barclay, New York City, Director of the Department of Education and General Supervisor of all training activities of Boy Scouts of America; and L. L. McDonald, National Director of Camping for the Boy Scouts of America.

All arrangements were made to put on the work; but at the last moment it was found that because of pressing demands made along other lines, funds would not be available and the course had to be abandoned. Mercer University has the only summer training school or short course for scoutmasters in the South, and there is real need for this work at the University of Florida. The General Extension Division should endeavor to secure funds which would make at least one short course of this kind possible during 1924-26.

Short Course for Athletic and Recreational Directors and Coaches. A demand for a short course of intensive training for recreational directors and athletic coaches in the South led the Division to plan for such a short course May 14-18, 1924. This work had to be abandoned because of the pressure of demands from other sources which made funds unavailable. As a result, the University of Virginia, which put on a similar short course, drew men from all over the South; and the University of Florida lost prestige and leadership in this activity which it might easily have won. It may be advisable to have such a short course at some time in the future.

SHORT COURSES AND CONFERENCES NEEDED

Engineering Extension—City Planning Conferences. Millions of dollars can be saved to the people of the state by developing more fully the General Extension work of the College of Engineering through the departments of Civil, Mechanical and Electrical Engineering; and funds should be made available immediately for this type of work. With Florida's rapidly growing cities, there is a great demand for advice (not professional service) in city planning and similar ways in order to help our cities avoid mistakes. There should be funds to send our faculty men and prominent engineers, who may be secured for a short period for conferences and lectures, into the communities of the state to discuss with city officials and citizens the necessity for looking ahead; to advise on the best means of solving engineering problems in water, light, sewerage, paving; and the general plan and layout of our cities and towns. It is not proposed to give engineering service but to give advice and suggestions. To make our people see the necessity for employing only competent engineers to do their work, to plan ahead and to avoid mistakes, is the duty and the great service which the University can render to the people along these lines.

State Conference—The University can also well afford to have a state-wide conference on City Planning at the Univerrity under the auspices of the College of Civil Engineering, for the benefit of all those interested in the proper development of Florida cities and for the discussion of these specific problems as they relate to Florida conditions.

Miscellaneous Engineering Short Courses. Among other short courses which should be conducted through the College of Engineering, should be a short course in Telephone Practice, covering telephone operation and maintenance, for managers of small exchanges, telephone repairmen, installers, and others engaged in telephone plant work to whom an intensive course of instruction would be of value in their daily work, and the foundation for advancement in their vocation.

Short Courses for Gas Men and Owners of Refrigeration Plants should also be held.

Conference for Community Leaders. There is a demand and a need in Florida for an agency like the University, through the General Extension Division, to conduct an annual conference for community leaders to discuss questions concerning the general development and progress of the state and it should include commercial secretaries, mayors, bankers and others who now have their own meetings through their own individual organizations, but see the necessity of getting together in one great group for the common good. This conference should be planned in cooperation with officers of the state organization of commercial clubs, leagues of municipalities, Florida Development Board, Florida Fruit Growers, bankers, real estate men, retail merchants and all others who are now organized and can be reached through their respective groups. This conference should be advocated by and held at the University of Florida for a period of two or three days annually, the only expense would be for organization and a fair sum to bring in outside speakers for the program. This conference would mean a real service rendered by the University and bring great benefits to the state.

COMMUNITY INSTITUTES, EMPHASIZING EDUCATION, HEALTH, RECREATION, AND LANDSCAPE GARDENING

There has been considerable demand for two to three day community institutes emphasizing the subjects which are most important in making our cities and towns attractive, to visitors and readers. These institutes should be held in connection with all interested state agencies; and education, health, recreation and landscape gardening should be emphasized. These institutes could be put on with a little expense for organization purposes. However, this work must be carried on by a central agency similar to the General Extension Division, in order to get all interested parties and organizations together.

Better Cities Campaign. Following the work in Oklahoma, Kansas, and other states, the University through the General Extension Division, can also assist Florida cities to improve conditions by encouraging a Better Cities Campaign. Such a campaign stimulates cities to study local conditions and find out how they compare with other cities on the following points: play, industry, schools, health, scout craft, moral safeguards, social ability, religious service, housing, etc. In Florida, the question of recreation, landscape gardening and a few other points might well be emphasized in order that our cities might locate their weak spots and work for their elimination so that they might become more attractive to visitors and prospective settlers.

Better Homes Institutes. A state-wide interest in attractive homes and their value in community development has led the Director of Extension since 1920 to endeavor to find a way by which Better Home Institutes could be conducted throughout the state. It would be the purpose of these institutes not only to tell how, but to show how to make better homes and to give interested citizens valuable information in architectural design, landscape gardening, and interior decorating. In addition to lectures, exhibit material should be on display in these institutes, the purpose would be to arouse a civic pride and interest in the subject; and to make the homes of Florida more beautiful, efficient and attractive; thus elevating our home life and citizenship. The principle of operation would be to secure the cooperation of the business men of the community where the institute would be held. The business men, seeing that these institutes would be of great civic value and would stimulate trade conditions and the sale of all merchandise that enters into the building, furnishing and equipping of a home, would bear the cost, except for the overhead expense which a central agency like the General Extension Division should bear in creating interest and showing the possibilities of such work. The Better Home Institutes idea has been encouraged by the women of Florida, and business men who know of their possibilities.

Short Course for Retail Merchants. Short courses of about three days duration should be held at convenient points throughout the state for Retail Merchants and their employees. There has been an unusual interest throughout the state in retail merchandising, and a number of independent lecturers have been holding institutes and securing very large fees for the work. A number of these institutes could be held on a circuit by the General Extension Division with comparatively little expense for advertising and overhead expense, with the merchants paying the bill for the lecturers. Because of University supervision and the circuit plan, the services of these men could be secured at a reduced cost. This would be a real service, and such institutes should be fostered by the General Extension Division. The object of the Retail Merchants Institute or Short Course would be to make available to local merchants the best plans and methods in use today by the most successful merchants throughout the country. It would be a series of meetings for the exchange of merchandising ideas. The specific objects of the Institute would be to help the local merchants: First, to develop community interest with a view of getting more trade out of their present territory. Second, to help them earn a bigger net profit out of their present margin of profit.

Short Courses for Restaurant Men. The hotel and restaurant men of Florida represent one of the largest enterprises in the state. The hotel men have problems of their own, but fortunately are well organized and are able to take care of their own difficulties. However, hundreds of restaurant and cafeteria owners in Florida are running such places of business for the first time and they are facing many problems in which the University and the State College for Women could help very much by offering a short course covering problems in cooking, laundry, applied dietetics, menu making, marketing, etc.

Short Course for Editors. The editors of the state should be invited to hold their annual meeting at the University of Florida; and a short course, or lectures to supplement the work of the meeting should be offered by the University of Florida. Such a short course has proved to be very successful at the Universities of Minnesota and Missouri, and elsewhere; and following the state contest for newspapers held in 1921 and 1922, at the State Fair, there is every evidence that there would be considerable interest in such a short course. It is suggested that the theme of the first short course, which might be arranged through the General Extension Division at the University, should be, "Building Business," and men "who have studied their business" should lead in the consideration of these subjects and the subsequent general discussions, which should be participated in by others of experience, which would add to the value of the results.

Short Courses for Librarians. The libraries of many small communities and our schools are now being handled by intelligent persons who are not trained librarians, and not in a position to take a regular course in library work, but see the necessity for some professional training. For two years the Director of Extension has advocated a Short Course for Librarians, and provision should be made to hold such a short course in cooperation with the librarian at the State College for

Women, if it is found that it is impossible to do so at the University of Florida, in the near future.

School for Rural Pastors. A school for rural pastors should be put on in connection with the Department of Sociology in cooperation with the Inter-church organizations and should be a feature of the General Extension Division Short Course Program, as in other states where such a short course has been found of exceeding great value in training ministers in methods of community endeavor, and in solving present-day problems. Prominent church workers as well as faculty men, should be secured to conduct the principal classes. The school should touch upon such subjects as the organization and work of the rural church, Sunday School methods, allied rural agencies, rural leadership and the church and community, in addition to Bible study. The various church denominations should meet the expenses of those who attend, and through the General Extension Division, the University should provide the lecturers, and the sociology, agricultural and other instructors.

Provision should be made to put on this short course within the next bi-ennial period. In addition to the ministers, prominent laymen should be asked to attend such a short course. The preachers have been getting together once a year in isolated denominational groups, but they have had no common meeting place, where they could all get together on a common plane. The University should provide such a meeting, and here the preachers can extend their acquaintance, talk "shop," and hear leading thinkers of all the religious bodies. These meetings will have a great influence on the students of the University. Preachers' week will focus the attention of the students on religious callings. It will give them a chance to hear outstanding representatives of the various religious bodies, come in contact with the ministers, hear them discuss the problems, opportunities and life of the minister. Thus students who otherwise can never be reached may be called to the ministry.

Short Course for Sunday School Teachers and Workers. A short course for Sunday School teachers and workers along non-sectarian lines, bringing together those of all Protestant denominations, should be conducted in a similar way, and possibly in connection with Pastors' Short Course for the purpose of Bible study, and the study of every phase of modern Sunday School methods. Such a short course would result in much benefit to the religious life of the state, and the University is the logical leader in this movement.

RADIO

Radio Service—Would Be Great Asset to State. A radio service would help fruit growers, and truck men by warning of threatening freezes, by broadcasting market reports, and otherwise serving all the agricultural interests of the state by disseminating valuable information and rendering service through the College of Agriculture, Experiment Station, Plant Board, and State Marketing Bureau. However, this work would only be a part of the radio service. Radio broadcasting has come to be the means by which great educational benefits are to be derived, not only by rural folks but by those who live in towns. News, educational information and entertainment, make up the greater part of the use of these stations. Since the important stations are used largely for educational purposes for the betterment of the life in a state, many have come to be located at and are considered a regular and necessary part of the extension work of our great state universities. Since the greater part of the broadcasting from the University of Florida would be of an educational nature bearing only in a small measure upon agriculture alone, the work should be under the supervision of the General Extension Division, cooperating with all of the agencies in the state that may serve the public in this manner.

Since 1921 the Director of the General Extension Division has advocated the installation of proper equipment and the establishment of an efficient and effective broadcasting station. Up until this time, however, no request has been made for an appropriation, because of the cost which seemed to make such a request useless. Now upon insistent demands from various sources, Florida must look forward to such a service. The Director of the General Extension Division does not in any way want to be responsible for the establishment of such a service until adequate funds are available to handle the work properly, because radio must be properly handled or it will be useless to attempt the work. After careful investigation it has been discovered that it will require $20,000 to install and put into operation adequate equipment and properly operate and maintain an all-Florida Radio Station for the next biennial period. $15,000 to $17,000 is needed for the station, the remainder for operation and maintenance. However, since such a station would be a great service to the state, cities, counties and other cooperating agencies, if advisable, should be asked to provide half the funds; consequently, the Director asks an appropriation of $10,000. If it is thought best, however, for the State to provide the entire sum needed, it will be necessary for the Legislature to appropriate $20,000.

DEPARTMENT OF GENERAL INFORMATION AND PUBLIC SERVICE

The Department of General Information and Public Service carries on a multiplicity of activities to assist individuals, groups and communities with their problems. The work of this Department is conducted through the following bureaus:

I. Public Information and Library Service Bureau.
II. Publications Bureau.
III. Visual Instruction Bureau.
IV. Public School and Community Center Bureau.

I. Public Information and Library Service Bureau

The Florida Library Association prepared a bill during the last session of the Legislature asking for the creation of a Florida Library Commission, for the purpose of rendering service to the institutional, free and public libraries of the state, and furnishing advice and assistance to communities seeking to establish libraries; to purchase and operate traveling libraries; to publish lists of circulars of information and documents; to conduct library institutes, etc. An appropriation of Ten Thousand Dollars ($10,000.00) was urged for the salary of a secretary and assistants, and to conduct the work.

State Should Avoid Duplication. It should be known that the General Extension Division has already started many of the activities suggested in the request for a library commission. There is certainly a need for this kind of work; however, the state should avoid duplication and all of the essential features of this great work can be conducted by the General Extension Division with half of the appropriation requested by the Florida Library Association for the support of a Library Commission. The Director of Extension most earnestly requests all concerned to consider the best interests of the state; and in order to avoid the possibility of duplication, additional appropriation of Five Thousand Dollars ($5,000.00) should be added to the budget of the General Extension Division to carry on the work of the Library Service Bureau and the services of a trained librarian to help prepare the traveling and package libraries, and assist schools and communities during the next bi-ennial period. The following activities are being conducted and the budget will not take care of any expansion.

Public Information. Through the Public Information and Library Service Bureau the General Extension Division acts as a clearing house for all kinds of general information on questions, outside of agriculture and home economics, which may be of value to individuals or groups. When information cannot be supplied directly, requests are referred to the proper authorities in the various state and government departments, boards and bureaus, colleges, universities and other public welfare agencies, many of which the average citizen knows nothing about or is unaware of his rights and privileges in asking for information and service.

This work has grown to be one of the largest and most important service activities of the Division. It calls for a very large amount of reference work and correspondence, and should not be interrupted by insufficient funds.

Package Libraries. Because of a lack of public libraries in Florida, the General Extension Division is assisting citizens in practically every county through the Package Library and Reference Books Service. The package libraries have been in great demand and there is no end to the amount of valuable information which can be disseminated in this way. However, a lack of funds made it necessary to confine our efforts largely to the distribution of package libraries covering a carefully selected list of subjects. Libraries have been made up of printed material secured from all available sources and from current magazines on present-day questions. Each library contains printed articles on a single subject and they are lent to interested individuals or groups upon request. These libraries have been found to be very helpful and are widely used by men and women in small towns. Schools, debating societies and clubs are also using the libraries extensively. Package libraries on five hundred and seventy-six (576) subjects have been compiled, catalogued and are in our files. This work should be increased. Wisconsin even with her fine system of public libraries spends Eighteen Thousand Dollars ($18,000.00) per year on this activity alone—several times the present amount spent for all the activities of all of the Library Service of the General Extension Division.

Reference Books. It has also become necessary for the General Extension Division to supply reference books for correlated reading for the Correspondence-Study students in History, English, Economics, and allied subjects. The reference books required for these courses have been purchased and are lent to students upon request, the student paying the postage.

The library of the General Extension Division contains nine hundred and sixty-seven (967) books, all of which have been accessioned, shelf-listed and catalogued according to standard library rules. These books have been circulated freely.

Story Books for Children. Because we felt that the children were not having the opportunity to hear the stories which are really the basis of our literature, we purchased a number of story books suitable for children of all grades, and during the past year, have lent these to the teachers in order that they might read them to the children. During this period two hundred and twenty-two (222) books have been used in this way.

Traveling Libraries for Public Needed—Schools Being Assisted. One of the greatest educational needs of the state is an adequate supply of books to be distributed among boys and girls, men and women, in our isolated rural communities, by the General Extension Division, in order that they may read for pleasure or profit. The state should profit by the mistake of others and not create a separate organization or Library Commission with its attending necessary overhead expense, to handle this work. When Florida is ready to put money into this much needed field of education, she should use the General Extension Division as a distributing organization and put her appropriation into books alone.

Traveling Libraries are Being Furnished to Schools. The attention of the Department of Public Welfare has been called many times to the lack of library facilities in the schools; therefore, as a new project for the year 1923-24, we prepared ten (10) traveling libraries. We were able to purchase about three hundred and fifty (350) books for these libraries. The books were carefully selected and graded for children, from the first to the eighth grade. A number of classics were included, because many of the country children do not have an opportunity to attend high school; therefore, do not get this kind of reading. These libraries are lent to the principal of the school for thirty days, he being responsible for all of the books which are checked out to the children. The only charge made for this service is transportation.

The ten (10) libraries have been in constant use during the year and have stimulated reading among the pupils of the schools to such an extent that we feel justified in adding more libraries the coming year. In Putnam County where the County School Board gave a prize to the child in the rural school reading the largest number of good books, the libraries were much in demand. We have just assisted in deciding who should have this prize and it was most gratifying to note that the bulk of the books read were those which we furnished in the libraries; and that the children had read the classics as well as the lighter stories. This work is insignificant compared to what it should be and is only a beginning.

Temporary Devices to Offset the Demand for Books. In order to offset the great demand for books and package libraries on questions of present-day interest, the General Extension Division suggests Current Events Clubs including intelligent men and women who meet together regularly to hear a talk by one of their own members and enter into a discussion on a particular subject previously selected from a list provided by the Division upon which information is furnished for the leader on the subject through the Package Library Service or books.

Circulating Book Clubs. Circulating book clubs with a membership of a half to a dozen members are encouraged in our small communities to help take care of the demand for books which cannot be supplied at the present time. Each member in such a club is expected to buy one book. Books are passed on or circulated in regular rotation from one member to another every two or three weeks. The Division furnishes lists from which books may be selected from the best in fiction, agriculture, etc. Some money should be provided to encourage the organization of current events and circulating book clubs.

Great Demand for Books Should Be Met. The great demand for books in traveling libraries for adults and package library material should be met in a measure, because this is one great means of reaching mature adults in our small towns, communities and rural districts, who are seeking information and recreation, and who do not care for correspondence courses, who do not have any library facilities and are looking to the University and expecting this service, and the appropriation asked for the library service, should be supplied.

Home Reading Courses. Home Reading Courses with suggestions and guidance for reading the best works of literature for the educational value or for information and pleasure, are offered by the United States Bureau of Education through the General Extension Division Library Service, which has been asked to act as a distributing center for Florida in this work. These courses are designed for men, women, boys, and girls.

PUBLICATIONS BUREAU

The public has come to expect the University to furnish bulletins and circulars on a great variety of subjects outside of agriculture, just as the Experiment Station and College of Agriculture furnish information in this way for the farmers.

The Colleges of Engineering, Education, Arts and Sciences, have a great store of information which our people need and they want (1) informational bulletins and circulars; (2) technical bulletins put out by the departments of Chemistry, Biology, Electrical, Mechanical and Civil Engineering, etc. Folks not engaged in agriculture have frankly stated that they feel they are just as much entitled to service of this kind as the farmers. In order to take care of this demand, it is suggested that one series of bulletins be published at the rate of one each month for ten months each year during the next bi-ennial period. These bulletins estimated at two hundred and fifty dollars ($250.00) each, call for an additional appropriation of five thousand dollars ($5,000.00) to the General Extension budget. The printed page has long been recognized as one of the greatest extension methods for reaching the public and other universities are spending large sums to print bulletins for free distribution on subjects outside of agriculture. This method of reaching the public has been found so effective that for years the University of North Carolina spent half of the General Extension appropriation on publications. The General Extension Division must publish more bulletins.

Publications Describing Work. Bulletins and circulars describing the activities of the General Extension Division have been printed and distributed.

Requests for the General Extension Division publications have come from colleges, libraries and individuals in every state in the Union, and Professor M. V. Atwood, Cornell University, has complimented the Division upon the general plan for these bulletins.

DEVICES TO TAKE CARE OF DEMANDS FOR PUBLICATIONS

Bulletins Printed and Sold at Cost. Because of the present insufficient printing fund of the General Extension Division, a few popular, informational bulletins have been compiled which will be sold at cost to organizations and groups for free distribution. One bulletin has already been sent out in this way. This plan however, should not be followed indefinitely because the public does not any more expect the University to charge for a bulletin on "Physical Education—how to develop healthy boys and girls"—than it does to pay for a bulletin on "how to raise sweet potatoes."

Distributors for Informational and Technical Bulletins Printed by

Outside Sources. Our people are aware of the fact that many valuable bulletins are being printed by other universities and they expect similar service applicable to Florida conditions from the University of Florida. However, many bulletins published in other states can be used without charge in Florida and consequently, the General Extension Division secures and distributes printed matter as far as possible on such subjects and a hundred thousand (100,000) circulars and bulletins of a general nature have been put out in this way.

Technical Bulletins. No means has been devised to take care of the specific technical bulletins outside of agriculture required by the people of Florida on many subjects. We will have to publish many of our own and information on subjects of great value can be furnished by the men in Engineering, Arts and Science, and Education.

Mimeographed Articles and News Letters. Mimeographed articles and news letters are being constantly sent out to interested groups and citizens through the Extension Division, and a valuable service on current questions and topics requiring an immediate supply of information and assistance is being rendered. During the past two years, ninety thousand (90,000) letters containing information in a mimeographed form, have been sent out.

Cooperation With Newspapers. A free press service has been maintained by the General Extension Division to (1) furnish short articles informing the public concerning the service which might be received through the General Extension Division; (2) furnish articles of valuable, practical information on miscellaneous subjects of interest to the public.

Plate Matter. The newspapers have cooperated in this endeavor to the fullest extent, and have given much space without cost. However, all of the matter sent out so far has had to be set up and the newspapers of the state had to bear the cost of composition, as well as give their valuable space. Consequently, it is suggested that in the very near future we should supply plate matter through the General Extension Division to the newspapers of the state. Through this service, plate material containing news concerning University activities and valuable informational articles could be furnished ready to run, thus reducing the work of the newspapers to the minimum, creating a friendly feeling and making it possible for the General Extension Division to furnish at least one column of matter regularly to each interested newspaper without cost. This service would also take the place of many short printed circulars, and bulletins, which we are now being asked to print. It is estimated that such a service would cost approximately Two Thousand, Five Hundred Dollars ($2,500.00) a year.

Work Accomplished. During the past two years:

	142,559	bulletins and circulars have been printed and distributed.
	100,000	(Approximately) bulletins and circulars have been distributed by the Extension Division.
	91,502	second class letters.
	53,817	correspondence study and other first class letters (postage and government frank used) have been sent out.
Total,	387,878	pieces of mail sent out during the last two years is the answer of the General Extension Division to the public requesting education and information.

Publications Editor Needed. (Could also take care of University work.) Since news as well as practical information furnished through bulletins and the press is considered an extension activity, the General Extension Division needs an editor just as much as the Agricultural College, in order to take charge of the bulletin and newspaper work of the Division, and supervise the mailing room. The Director of Extension would also be glad to have this man take care of the needs of the University and handle the other miscellaneous publications and press material which now must be taken care of by faculty men and students. The Director has had considerable experience along these lines, is a member of the National Editorial Association, and would be very glad to supervise the work of a General Extension Division editor who might take care of this activity. Two Thousand, Five Hundred Dollars ($2,500.00) a year will be needed for the salary of a university editor.

VISUAL INSTRUCTION BUREAU

People remember what they see longer and more clearly than what they hear. The business world for years has used visual aids—exhibits, models, charts, pictures, slides and films. Our schools have long recognized the value of visual instruction for classroom and popular education in our communities, but every public school cannot buy these necessary materials; consequently the state has established a Visual Instruction Bureau at the State University in the majority of the states of the Union, and this Bureau acts as a clearing house for visual aids of all kinds.

Florida has a Visual Instruction Bureau in the General Extension Division which is growing very rapidly and the work should be extended in order to take care of this work during the next bi-ennial period among schools, churches, civic organizations and communities desiring the use of slides and films, charts, pictures, etc., for classroom instruction and popular education on a multiplicity of subjects.

Visual Instruction Exchange. An additional Five Hundred Dollars ($500.00) should be added to the present appropriation in order to establish a Visual Instruction Exchange, which will enable the General Extension Division to cooperate with other universities and reach thousands of people in rural communities throughout the north, with

Florida's story in slides and films to be supplied by others, and to receive in exchange much valuable material to be used in our schools and communities. This can be done because in all of the large northern universities, we find a Visual Instruction Bureau distributing slides and films for entertainment and instruction to rural communities, during the winter months, regularly following the circuit plan. With a small amount of money provided to bring to the attention of our commercial clubs and other interested organizations and citizens, the type of film and kind of slides that may be used, the General Extension Division can collect a large amount of valuable material that may be lent to the Extension Divisions in other states which will in turn, lend this material to those in charge of rural programs and in this way, educational films, advertising in a subtle way, Florida, her climate and her resources, can be distributed annually. A possible total of seven million (7,000,000) people can be reached in this way. A smaller appropriation in the General Extension budget would enable the University through the cooperation of the organizations mentioned, to do more to reach prospective visitors and settlers than thousands of dollars spent in other ways through magazines and other forms of advertising. Such a plan would also enable the Division to ask for an exchange of material, which could be distributed among our schools and become of great aid in teaching English, History, and Geography, and would give the Extension Division an opportunity to bring the wonders of America to the adult and school child of Florida, who cannot travel.

Much Work Accomplished. Eighty-two thousand, two hundred and twenty-four (82,224) children and adults were reached by the University of Florida through the Visual Instruction Bureau during the past bi-ennium. The educational value of slides and films for children and adults has been recognized for many years; and in every state the work is sponsored in some form or other. Much educational material can be had through government bureaus and private corporations if a responsible distributing agency is available; therefore, the Visual Instruction Bureau was established to develop this important factor in our educational system.

The work in visual instruction, particularly with films, has been greatly hampered on account of lack of motion picture machines in the state among the schools; however, many schools are purchasing motion picture machines, and this work will continue to grow. The growth during the past year has been extremely satisfactory.

Seventy-six (76) visual instruction centers in forty-nine (49) counties of the state are being served, and slides and films are sent to the Y. M. C. A.'s, the state schools and institutions, county home demonstration agents and county agents, upon special request.

Slides. There is a substantial growth in the interest in visual instruction throughout the state, and a number of schools and churches which have purchased stereopticon lanterns within the last year, have obtained their slides from us. These stereopticons are sent to a school or community for four weeks. Sets of slides are sent at regular intervals while the lantern is at that particular point. No charge is made for use of either the lantern or the slides. Lecture notes have been prepared for all sets of slides. The Bureau now owns fifty-seven (57) sets, composed of three thousand, four hundred and forty-seven (3,447) individual slides.

During the past two years, eleven thousand, six hundred and two (11,602) slides have been lent. These slides were seen by approximately forty-two thousand (42,000) people.

Films. A few of the schools and churches in the state own motion picture projectors. During the past two years, we have had three hundred and eighteen (318) reels of loan films and three hundred and nineteen (319) reels of rent films in the film library for circulation, by the Bureau. The loan films are all educational in nature. Some of them show different manufacturing processes, others are travel films, and others health films. All of the loan films, except the health films, have been placed with us on deposit by the owners. When these films are used, no admission may be charged, and in turn, we do not charge anything for their use, except that we ask the borrower to pay transportation charges from Gainesville and return.

The Bureau owns ten (10) health films and has two (2) additional ones on deposit. This spring, we have made a very great effort to have health films shown in at least every county in the state. In order to accomplish this, we sent circular letters to the high school principals, the officers in the women's clubs, and the public health nurses in the various counties. The result has been most satisfactory; and we expect another year to purchase more health films and have them shown where these have not been used in the past year.

A large number of excellent films, intended primarily for schools, are rented on a small percentage basis. The small sum obtained by the Bureau for renting these films, has been expended in paying for express and other incidentals incurred in handling the films.

At the beginning of each year, a bulletin listing the slides and films available, together with a short description of the same, has been printed.

During the past two years, eight hundred and sixty-four (864) reels of loan films and three hundred and eighty-nine (389) reels of rent films have been shown in the state, to audiences approximating one hundred and ten thousand, six hundred and fifty-one (110,651) and twenty-seven thousand, eight hundred (27,800) respectively.

Pictures and Charts. An addition which has been made to the Bureau of Visual Instruction in the past year, is a splendid collection of prints of masterpieces. These have been prepared for distribution and are now ready to go to the schools. Short informational notes concerning the artist and something about the painting, have been prepared and pasted on the backs of the pictures.

We have also made a collection of bird pictures in natural colors, which will be lent for nature study work.

Several sets of health charts have been purchased. These are available for health work in the schools; or for community "health week" programs.

State Fair Exhibit. The University exhibit occupying the entire building and representing every college and department of the University of Florida, was put on for the last time in 1922 at the State Fair in Jacksonville. The exhibits from the various colleges were designed to give the public an idea not only of the methods in instructing the youth upon the campus, but the way the different colleges and departments work together in serving the public. The General Extension Division Exhibit occupied several booths and the Director supervised the preparation and installation of all exhibits except those representing the work in Agriculture and Home Economics. The University of Florida was the first state university to put on a complete university exhibit at a state fair in this manner, without over-emphasizing the agricultural work of the university. The exhibit was discontinued because of a lack of funds and insufficient support from the fair authorities, who were anxious for the exhibit to be continued, but could not meet the increased demands made by the University and take care of a larger share of the necessary expense.

State Newspaper Contest. One of the features of the State Fair was the State Newspaper Contest held by the General Extension Division, in order that every newspaper in the state might enter into friendly competition and be compared in their various departments and activities with each other, and primarily to center the attention of the public upon the importance and the service of Florida newspapers and the great work they are doing in community building. Prizes were offered the daily papers for the best editorial page, for the paper handling farm news best, and for the best all-round newspaper, among the six column papers which were entered in one group, and the same prizes were offered for the seven column daily papers entered in another group. The weekly and bi-weekly papers were entered in another group together and competed for similar prizes in their class. The best newspapers of the state entered the contest, both in 1921 and 1922, and it has been contemplated that the contest should be reopened in future years, even though the University does not put on a State Fair exhibit. In this event, the contest should be held at the University.

PUBLIC SCHOOL AND COMMUNITY CENTER BUREAU

The Public School and Community Center Bureau is designed primarily to help the schools give assistance to teachers and to help develop the school house as a community center—a place where people will get together, where cooperation and good will will be born and much profit to the state results. Suggestions and material for school and community programs are furnished, educational information given and materials lent.

Plays and Recitations. The Play and Recitation Service continues to be very popular. A number of new plays have been added and the Bureau printed a revised edition of the Plays and Recitations bulletin last September, and expects to issue a new one this September. It is interesting to note in connection with this bulletin that requests for it have been received from almost every state in the Union. During the past two years, two thousand, nine hundred and ninety-four (2,994) plays and one thousand, one hundred and seventy-three (1,173) recitations have been lent to the schools of the state. This does not represent the number of requests which we have had, because on account of a limited number of plays, we have been compelled to make a rule not to send more than six plays or recitations to any borrower at one time. During the past year, we have added three hundred and sixty-five (365) new recitations to our files. These are typewritten, making six copies of each.

Recreation and Playground. A demand among the schools for cheaper playground equipment has become so great that the Division felt it might be of service if some equipment cheaper than that furnished by the ordinary commercial firms could be devised. The Department of Physical Education at the University cooperated with us in this matter, and plans were made for home-made playground equipment, which costs from twenty-five to seventy-five dollars, depending upon the quality of material used. The Division paid for the drawing of these plans and for having the blue prints made. The blue prints are lent to the communities and schools asking for help. Thus far, the plans have been used by twenty (20) communities.

A bulletin on Physical Education is now on the press and will be distributed among the teachers of the State.

Recreational Specialist. Florida needs a specialist in outdoor recreation and physical education. He may act as an advisor not only to schools, but to cities and towns which are unable to hire their own recreational directors. A specialist of this kind is needed to outline a program of activity, and direct not only schools, but community endeavors along these lines which mean so much to Florida. A recreational specialist would cost the state only a small sum for salary if placed on the staff of the General Extension Division, because fees could be collected from the communities served in order to reimburse the Division. In this way a great work could be done, and it is recommended that the services of a recreational specialist be made available to the public in the very near future through the General Extension Division.

Talking Machine Records. Since the fall of 1922, talking machine records have been lent to the schools to help them stimulate musical appreciation among the children. For this work, we have purchased two hundred and thirty-one (231) records, classifying them according to grades for which they were suitable, prepared study notes for the records suggested in the music memory contest and printed a circular describing this service. The service has been enthusiastically received by the schools, and during the past two years, we have lent one thousand and eighty-six (1,086) records to one hundred and thirty-four (134) schools found in every county of the state. The service has been distinctly worth while and the demand is growing. The teachers are able to use these records scientifically, because of the training which they receive during the Summer School at the University and State College.

High School Good Roads Essay Contest. For the past three years the General Extension Division has cooperated with the Highway Education Committee of Washington, D. C., in conducting a good roads essay contest among the high schools of the state. The national reward is a four year scholarship and reasonable financial support at any American college or university chosen by the winner. This scholarship is offered by Mr. Harvey S. Firestone.

The winner of the 1923 contest was Miss Addie Mueller of the Sanford High School, whose essay received fourth place in the national essay contest.

In the contest this year, the individual winners were as follows:

First Prize—Forrest Heddon, Seville.
Second Prize—Lura Nell Beville, Daytona.
Third Prize—Margaret Hatch, Dunedin.

Medals were given to winners of the first, second and third places in the State Contest by the General Extension Division.

High School Chemical Essay Contest. In order to arouse the interest of students and the public in the value of the study of Chemistry, the Division also cooperated with the American Chemical Association in putting on a High School Chemical Essay Contest.

Observation of Special Days. Great national days are opportunities for stirring deeply the emotional life of all the people and from this come high ideals and lofty sentiments. Consequently, the Division will cooperate very closely with the schools and assist communities to properly observe special days.

Community Surveys. With the cooperation of school men and others, high school students and members of civics and current events classes will use outlines and other aids, suggestions and materials furnished by the Department, in making a study of the home town. It is planned to handle this work in such a way that the people will better understand their communities so that constructive recommendations for community betterment may be suggested.

Service to Parent-Teachers' Associations. The Florida Parent-Teachers' Association is to bring the home and the school together in the interest of the child. Since the work of parent-teachers' organizations is primarily in the interest of the schools, universities through their extension divisions are now taking an active interest in and aiding in every way possible the associations to organize, work out and carry on a constructive state program to assist the public in a proper understanding of their functions, their field of activity and relationship to other organizations. Package libraries and books which will be of assistance in handling the problems taken up in a given community are now lent to teachers and parents on a great variety of subjects. However, this very important work should be more actively sponsored and every aid should be given to the Parent-Teachers' Associations by the state through the General Extension Division. This can best be done by following the example of other institutions, particularly that of Indiana University, where the General Extension Division opened a Bureau of Parent-Teachers' Associations to give more direct service to the state organizations and help all local parent-teachers' associations. The Indiana Parent-Teachers' Association functions through this bureau. State headquarters of the association are in the Extension Division, and a member of the staff devotes her time to the work and acts as executive secretary of the association. Materials of the association are kept in the Extension Division files and clerical help is given by the Division. Pamphlets, leaflets, and letters on various phases of the welfare of children and printed matter of the association are distributed by the Division, using postage of the association. A mimeographed bulletin is sent each month from the Division to local associations affiliated with the state association. The Extension Division acts in an advisory capacity to the association on questions of general policy and specific undertakings. Advisory service is also given local associations. There are Three Hundred Thousand (300,000) members of parent-teachers' associations in forty-one (41) states. Florida should be more thoroughly organized, and this work should have state aid through the General Extension Division. It is suggested that One Thousand Dollars (1,000.00)—Five Hundred Dollars ($500.00) a year—be provided to begin this important work, which should eventually be handled by a separate bureau of the Department of General Information and Public Service.

Lectures and Public Discussion. Since the mass of our citizens must get much of their instruction and information and formulate their opinions on present-day questions concerning the community, state and nation through lectures and public discussions, every effort is made to encourage people to get together in a community forum, in order that a majority decision may be reached and action may be taken.

Whenever possible the University supplies (1) technical, (2) informational, (3) educational, and (4) inspirational or popular lectures, for civic societies, organizations and clubs, and furnishes speakers for commencement exercises, holiday programs, conventions, conferences, and other community activities.

High School Debating League. Debate is one of the best ways to educate the people; consequently, the Department has long hoped to be able to organize and operate a high school debating league similar to those found in other states, through which the attention of the public can be focused each year upon current and vital questions to the state. Sufficient funds have not been available but because of the insistent demands of the public school men, the Department will not wait another year to start to work but will begin at once, anticipating that sufficient funds will be made available for this important activity. In carrying on the work, it is proposed to prepare a bulletin setting forth the rules for the debate and publish such reference material as will be necessary to re-print in order to get it into the different schools. The state will be divided into districts. Each district will have its county and district debate, the winners in the district debates coming to Gainesville for the state debate.

Wisconsin spends about Six Thousand Dollars ($6,000.00) a year for help and reference material to handle this work. We will do the best we can with a Thousand Dollars ($1,000.00) a year—Five Hundred Dollars ($500.00) for office assistance and Five Hundred Dollars ($500.00) for reference material. Two Thousand Dollars ($2,000.00) should be added to the budget of the Department for this work.

DEPARTMENT OF MILITARY EXTENSION

C. M. T. Camps—Citizenship Schools for the Young Men. It would mean much to Florida to get every boy from the city or farm, rich or poor, into a big school where he would come together with thousands of other boys from all of the southern states on the same plane, to be taught the elements of citizenship without expense to the individual. The state cannot conduct such schools; consequently, the University of Florida through the General Extension Division, endorses, urges and actively assists the War Department in signing up eligible young men to attend the Citizens Military Training Camps, which most nearly reach this ideal and are intended primarily to serve as great national citizenship schools, emphasizing physical training, sanitation, diet and health, religious activities, and wholesome recreation. Here young men also learn the lessons of discipline, obedience, respect for law and authority, and established institutions of society, cleanliness, neatness, promptness, courtesy, consideration, loyalty, self-reliance, cooperation, and a democratic feeling toward fellowmen so necessary to business and professional life.

Realizing the importance of this training in building the citizenship of Florida, the Director accepted the appointment as Civilian Aide to the Secretary of War for the State, and during the past year more than twelve hundred (1200) applications were received through this office from Florida boys between seventeen (17) and twenty-four (24) years of age for admission to these camps during the summer of 1924.

The increase in effect of this training on the life of the state can readily be seen when in 1921, before the General Extension Division deemed it an extension duty to acquaint the youths of the state with their rights and privileges in securing this training, only sixty-four (64) Florida boys attended these camps.

Military training is given as part of the physical training program at these camps, because the camps are put on by the War Department, which alone has the personnel to conduct this activity. Attendance at one of these camps does not present any future contract of enlistment in the Army of the United States; or any other military obligation. The government realizes, however, that these camps will help produce men physically fit, mentally alert, and morally safe, upon whom the family, community and nation can depend to do their duty at all times.

Churchmen, educators, business and professional men and women, fraternal and civic societies commend these camps. The authorities of the University of Florida recommend that young men supplement their education with this training.

Nineteen Hundred and Twenty-Four (1924) was the fourth year of the Citizens' Military Training Camps, which were held for the Southeastern States at Fort Bragg, N. C., Fort Barrancas, Florida, and at Camp McClellan, Alabama, one of the largest camps in the United States—which is located on a government reservation, has a lake and woods within its confines, and is surrounded by beautiful hills.

The government paid all expenses of railroad fare to and from camp, meals, shelter, uniforms and equipment.

County Civilian Aides. County Civilian Aides to the Secretary of War were appointed in each county of the state, to assist the State Civilian Aide in promoting the work of the C. M. T. Camps.

C. M. T. C. Clubs. C. M. T. C. Clubs have been organized throughout the state. Members of these clubs are also junior members of the Military Training Camps Association of the United States.

High School C. M. T. C. Essay Contest. In order to promote interest in the work of these camps, a High School C. M. T. C. Essay Contest was conducted in cooperation with the War Department. Miss Flora Yon of Gainesville, won first place in the state.

C. M. T. C. Attendance Contest. A C. M. T. C. Attendance Contest was also conducted among the high schools to stimulate interest. High schools were also encouraged to send their best athletes and musicians in order that Florida might be well represented in all camp activities.

Bulletin and Information Service. A news service was maintained in order to keep the public informed concerning the progress of the work, and information was sent to all interested young men.

A special illustrated sixteen-page bulletin was prepared and distributed among mature citizens and young men of the state. This bulletin which contained a statement concerning the plan, purpose and program of the Citizens' Military Training Camps, was declared the best treatise on the subject received at the War Department.

Florida was the first state in the United States to fill its quota for the C. M. T. Camps in 1923 and 1924, and had a larger number of young men to sign up in proportion to the population than any other state. In 1924 Florida filled her quota on May 4th, just three (3) months before the opening of the Camps.

General John J. Pershing and Major General David C. Shanks have written personal letters to the Director complimenting the work accomplished.

This cooperative work of the University through the General Extension Division should be continued, because it enables our poor boys to get the benefit of this training and camp life, which ordinarily can only be secured by the more wealthy classes.

ORGANIZATION

On the Campus. Because of a lack of funds and great demand for service, there has been a constant effort to meet the situation largely with an insufficient number of workers; and an attempt to handle certain activities with student help, resulting in a shifting of personnel and duties which has become a menace to the organization. However, not only instructors and office assistants must be secured; but as originally planned, the work of the General Extension Division should be divided into several departments, three of which are now in operation. The heads of these departments always should have the same education, experience, salary and faculty recognition as the head of any department in the various colleges of the University.

The work of the General Extension Division at the University of Florida can never be thoroughly organized until sufficient funds are available to secure three men in addition to the field workers, at not less than Three Thousand Dollars ($3,000.00) a year. Two of these men are needed now as department heads, and another as an assistant to the Director and office manager.

It is urged that provision be made at the earliest possible moment for proper organization of the Division, because under the present arrangement it is impossible to carry on the multiplicity of activities satisfactorily.

Additional office space must be had.

At present, instructors, assistants, stenographers and typists are all working together. Under the circumstances, it is almost impossible for the instructors to do their work and there is not enough available desk room under natural light for the entire force; consequently, the Division is seriously handicapped for lack of office space. For five years the Director has worked almost constantly under electric light because the window in the only office available furnishes just one-third of the natural light required for class rooms and offices. Additional floor space must be secured in the very near future; and if rooms are not available on the campus, a house near the campus should be rented for the use of the General Extension Division.

In the Field. In the original bill creating the General Extension Division, it was recognized that means must be provided to establish and maintain field relationships and part of the appropriation was made for organization work. However, because of the demand for correspondence-study instruction and other activities, taxing the capacity of the Division for work, the field organization activities were not needed temporarily, and the money was used with approval for instruction.

At present, the field relationships of the Division are becoming so numerous and the demand for extension class instruction so great, that it should be part of the plan for the future development of the work of the Division to have a state representative, responsible to the Director, to help supervise all field representatives and work.

The state should be divided eventually into not less than six (6) districts (see accompanying map) with a district representative in each district to act as field organizer, extension teacher and supervisor of extension teaching. These men should be trained particularly in education, and must be of the highest type.

A headquarters for each district should be established in some convenient city and in cooperation with local authorities; and an office and clerical assistance provided. For the present, the Director feels that at least one field man should be secured for general field work, who can also help with teachers' institutes, etc.

A salary of Three Thousand Dollars ($3,000.00) a year, as indicated in the original appropriation, should be provided. An additional One Thousand Dollars ($1,000.00) a year should be provided for travel and office expense. This work will call for an additional appropriation of Eight Thousand Dollars ($8,000.00) for the next bi-ennial period.

HONORS WON BY THE GENERAL EXTENSION DIVISION

Florida was placed next to Chicago and Columbia in a list of universities doing important extension work, published by the Washington Star.

The General Extension Division attracted national attention from the beginning particularly because it enrolled a larger number of students in its early history than any other division in a similar period without the aid of field agents and the consequent expenditure of thousands of dollars deemed necessary by many other universities.

Information concerning the methods used in conducting the work at Florida and suggestions have been requested of the Director by universities, colleges and normal schools.

The Director has prepared many bulletins and articles; while one bulletin was published by the Russell Sage Foundation, and a bulletin describing the plan and purpose of the Citizens' Military Training Camps has been declared to be the best treatise among about fifty prepared on the subject, by military men and others, which were received at the War Department.

Florida was the first to recognize the possibilities of the Citizens' Military Training Camps for extension teaching in citizenship. Through its military extension activities, the University has attracted the attention of extension directors and military men throughout the United States. Florida has been the first state in the United States to fill its quota for the C. M. T. C. during the last two years, and had a larger number of young men sign up in proportion to the population than any other state. The Director has served as Vice-President of the United States Military Training Camps Association in charge of the numerous and the demand for extension class instruction so great, that it should be part of the plan for the future development of the work of the Division to have a state representative, responsible to the Director, to help supervise all field representatives and work.

The state should be divided eventually into not less than six (6) districts (see accompanying map) with a district representative in each district to act as field organizer, extension teacher and supervisor of extension teaching. These men should be trained particularly in education, and must be of the highest type.

A headquarters for each district should be established in some convenient city and in cooperation with local authorities; and an office and clerical assistance provided. For the present, the Director feels that at least one field man should be secured for general field work, who can also help with teachers' institutes, etc.

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Fourth Corps Area and in this capacity, has acted as advisor on questions concerning C. M. T. C. activities. As Major in the O. R. C., he has been assigned to the General Staff of the Fourth Corps Area. General John J. Pershing and Major-General David C. Shanks have written personal letters to the Director complimenting the work accomplished.

The Director was asked to make a study of the possibilities for cooperation between the American, La Salle and International Correspondence Schools and Universities. He has served as Vice-President and is at present a member of the Executive Committee, which is the governing body of the National University Extension Association, and has appeared on its program every year since coming to Florida. He was the first, and twice served as President of the Southern Extension Association of Colleges and Universities.

CONCLUSION

In conclusion, the following points should be remembered:

The General Extension Division is not only a Correspondence-Study Bureau, but a great public service agency with tremendous future possibilities.

Ten Thousand (10,000) persons who cannot attend school have received correspondence-study and other instruction during the last two years.

A Hundred and Fifty Thousand (150,000) persons have been served by the Division.

A Million (1,000,000) people are now looking to the Division for assistance when needed.

Great groups of citizens are demanding a larger service through the General Extension Division commensurate with that given by the Agricultural Extension Division to the farmers.

The public is asking for work requiring not only an increase in present activities but a few new activities tried and proven elsewhere.

The General Extension Division services have become an integral part of the University activities and cannot be abandoned.

Other states are appropriating increasingly large sums to their universities for this work.

The present budget will not take care of the work in Florida.

A definite policy for the future development of the Division is urged in order to satisfy the needs and demands of the people.

Respectfully submitted,

B. C. RILEY,

Director.

For Detailed Budget of the General Extension Division see Table of Contents.

BIENNIAL REPORT OF THE UNIVERSITY LIBRARY

To the President:

In submitting the following report of the University Library with recommendations for the new biennium, an effort has been made to hold each item at the minimum and at the same time to allow the Library to grow in proportion to the other departments in the University and to enable it to meet the demands these departments should make upon it. The Library is not like the other departments in the University in which the growth, or lack of growth, affects only that department. The work of every college on the campus is affected by the adequate or inadequate, library facilities provided for the use of the students. The question of better library facilities is also a vital one in the building up of our Graduate School. Satisfactory graduate work cannot be done with our present Library.

BUILDING

We are watching with interest the work on our new Library Building. It is to be deplored that all of the bids were so high that it was not possible to let the contract for the entire unit at the same time. It seems very necessary to ask at this time for enough money to finish and furnish the building. The periodical wing, entrance and stacks had to be omitted when the original contract was let. With this unit completed the Library will have sufficient room for some time. Another most important item to be considered with the completing of the building is the furnishing. We have no furniture that can be used and must have new equipment throughout. The item of tables and chairs is a very large one as is the item of steel stacks for the stack room. The building will be a beautiful one and it is quite necessary that it be furnished as the Library of our University should be in an appropriate and suitable way to give it dignity and make it the center of interest on the campus.

Another $100,000.00 will be necessary to finish the building and furnish it completely.

STAFF

The real use of a library depends to a large extent upon the efficiency of the library staff. With the additional room provided by the new building much new work will be possible. The vast amount of government and state material which has been stored because of lack of room and labor must now be classified, catalogued and made ready for circulation. This will be a huge task. Besides we have hundreds of pamphlets that are very valuable and should be made available for use. More help should be given to the University debaters and with a room for this special purpose this will be possible. The Library is to the debater what the gymnasium and the athletic field are to the athlete.

Little reference work and personal help has been given our students in the past, yet this is considered one of the most important phases of University Library work, a phase we cannot afford to longer neglect.

For the above mentioned work two trained assistants should be added to the staff.

BUDGET

With enlarged quarters, increased book fund and a larger student body the cost of administration of the Library will be materially increased. More books and the organization of the documents will mean more supplies and more student help. We are compelled to hold up the binding at the present time because of lack of money. This is piling up expense for the future.

When we move into the new building we hope to lengthen the hours, opening at 7:45 in the morning and staying open continuously until 10:00 at night. A larger student body also means more desk and routine work, and a larger book fund will necessitate more work in the mechanical preparation of books for circulation. This means we must have more student help. And may I say here we pick quite carefully the men who work in the Library. We feel the student who is on the Library staff must be a man who has a strong personality, who will assume responsibility and who has a high scholastic standing in the University.

For the above work we should have an annual budget of not less than $4,000.00.

BOOK FUND

In taking up the matter of the book fund there are several phases to be considered. We should be able to purchase more new books as they come from the press if our library is to be an up-to-date working library. Particularly is this true of scientific books. We should be able to purchase sufficient duplicate copies to supply the large classes doing required reading.

With constant use many volumes are wearing out and should be replaced promptly. This we have been able to do only in a small degree.

Frequently there are opportunities to purchase very valuable books at greatly reduced prices from remainder houses. Lack of money in the past has prevented taking advantage of these opportunities.

Files of magazines should be completed because the longer the delay the more expensive these volumes will be. These files are particularly valuable for reference and research work.

One of the greatest handicaps in the building up of the Graduate School is the lack of library facilities. For this work a larger working library is necessary. There are thirty-one graduate students registered this summer. The members of the faculty are handicapped in the courses it is possible for them to give and they are particularly handicapped in the matter of material for the thesis necessary for the Master's Degree.

By way of comparison Ohio State University with an enrollment of 8,053 has an annual book fund of $50,000.00. The University of Iowa has an enrollment of 5,973 and the Library Budget has been increased from $30,000.00 to $70,000.00 per annum.

The Library Journal for April 15, 1923 gives the following report on University Library Revenues:

> "Following the adoption by the American Library Association of the recommendations of the American Library Association Committee on Library Revenues of $1.00 per capita of population served as a reasonable minimum annual revenue for a public library, the question of adequate financial support for the university library, the college library, the high school library and the grade or elementary school was made the next topic of consideration, by recommendation of the committee also accepted by the association . . . .
>
> "With reference to University Libraries, the amount needed for books depends largely upon the character of the teaching and the nature of the work done in the institution. If this is of such a nature that it does not send the students to the library to make investigations on their own hook, the library itself is not likely to mean much in the work of the institution and the education of its students. As a general proposition, however, it would seem that $6.00 per capita of full time registered students in the University is a reasonable annual minimum for the institution's book fund. It may be stated that few of the universities have already reached this mark, but even some of the higher grade institutions do not have half this much for their annual book fund. A university with relatively small number of students and doing work of the first grade, will require a larger per capita amount for books.
>
> In the college, and particularly the small college, where research work is of relatively small importance, the need for a wider range of books is not so great. Nevertheless, your Committee believes that an institution having from 500 to 1,500 students should expend for publications in its library, not less than $5.00 annually per capita, and that no college should be considered worthy of the name that expends less than $2,000 a year in the purchase of reading matter, books and periodicals, regardless of the number of students. It may be added that one of the very best small colleges in the country has a book expenditure of $6,000.00 for a student body of less than 500."

CONCLUSION

As has been emphasized all the way through this report the growth of the Library is of the greatest importance to the growth of every department in the University. We are facing a serious period because with the completing of the Library Building we will have the opportunity of doing many splendid things for our students. If we do not have the necessary funds to meet the situation when it arises it will take years to overcome the handicap. It is a condition that needs most careful study before any definite action is taken.

In closing I wish to express my appreciation of the thoughtful consideration and support of the administration and of the hearty co-operation of the members of the faculty.

Respectfully submitted,
CORA MILTIMORE,
Librarian.

For Detailed Budget of the Library, see Table of Contents.

BIENNIAL REPORT OF THE FLORIDA STATE MUSEUM

To the President:

In compliance with your request of June 20th, for a report from this department, I beg to submit the following for your approval, and to be submitted to the State Board of Control.

REPORT FOR THE PERIOD OF JULY 1, 1923 TO JUNE 30, 1924

During the above period and since our last report, we have added 187 accessions, making 1,358 to date. During this period we have catalogued 11,586 specimens, making 228,558 catalogued to date. We are yet away behind in cataloguing, many thousands of valuable specimens lying hidden away without identification or record.

Among the more noteworthy accessions of this period may be mentioned the balance of the von Noszky collection which Mrs. Rosa von Noszky, formerly of Melrose but now of England, has seen fit to give outright to the museum. It was always understood that the late Baron von Noszky had provided by will for his collection to come to the Florida State Museum, but on examining the will we found that he had left everything to his wife; so it has been only through our diligent efforts that Mrs. von Noszky has placed the collection with us. She took a few things with her back to the old country, but stated that she would provide for them to come to this museum ultimately; so we are to be very thankful to this kind-hearted, generous and benevolent lady for her substantial contribution. The von Noszky collection is a miscellaneous one; it includes several old master paintings, a number of old family proof engravings that are very quaint and valuable, some beautiful old textiles, nearly a complete set of the old Meissen china and Bohemian glass, a very large collection of stone implements of North American Indians, and hundreds of things of great historic and scientific value which we cannot even mention here, but on the whole amounting to many thousands of dollars in value. Mr. and Mrs. John Y. Detwiler, of New Smyrna, should be especially thanked for the interest displayed in their generous contributions of historic articles such as old textiles, quilts, spinning wheels, books and hundreds of objects of historic value; and they say there is more to come. Among others are Mr. George Buhl, of Ocala, several hundred old Indian relics; Mr. H. G. Clinton, of Manhattan, Nevada, a collection of Nevada minerals; Mr. C. C. Allen of St. Petersburg, has continued to send shells from South Florida, Cuba and the Bahamas, thousands of specimens; Mr. L. Winternitz, of Grand Rapids, Michigan, a large series of eight-by-ten, hand-colored photographs of Seminole Indians; Chief Tony Tomy, of Fort Lauderdale, native costumes of the Seminoles; the Bartley Estate, Jacksonville, a fine large old Minorcan dug-out boat; Mr. W. R. Hodges, of Cedar Key, a fine specimen of the rare trunk-back sea-turtle; Colonel and Mrs. E. S. Walker, of Gainesville, have contributed largely in articles of art and historic interest and say there

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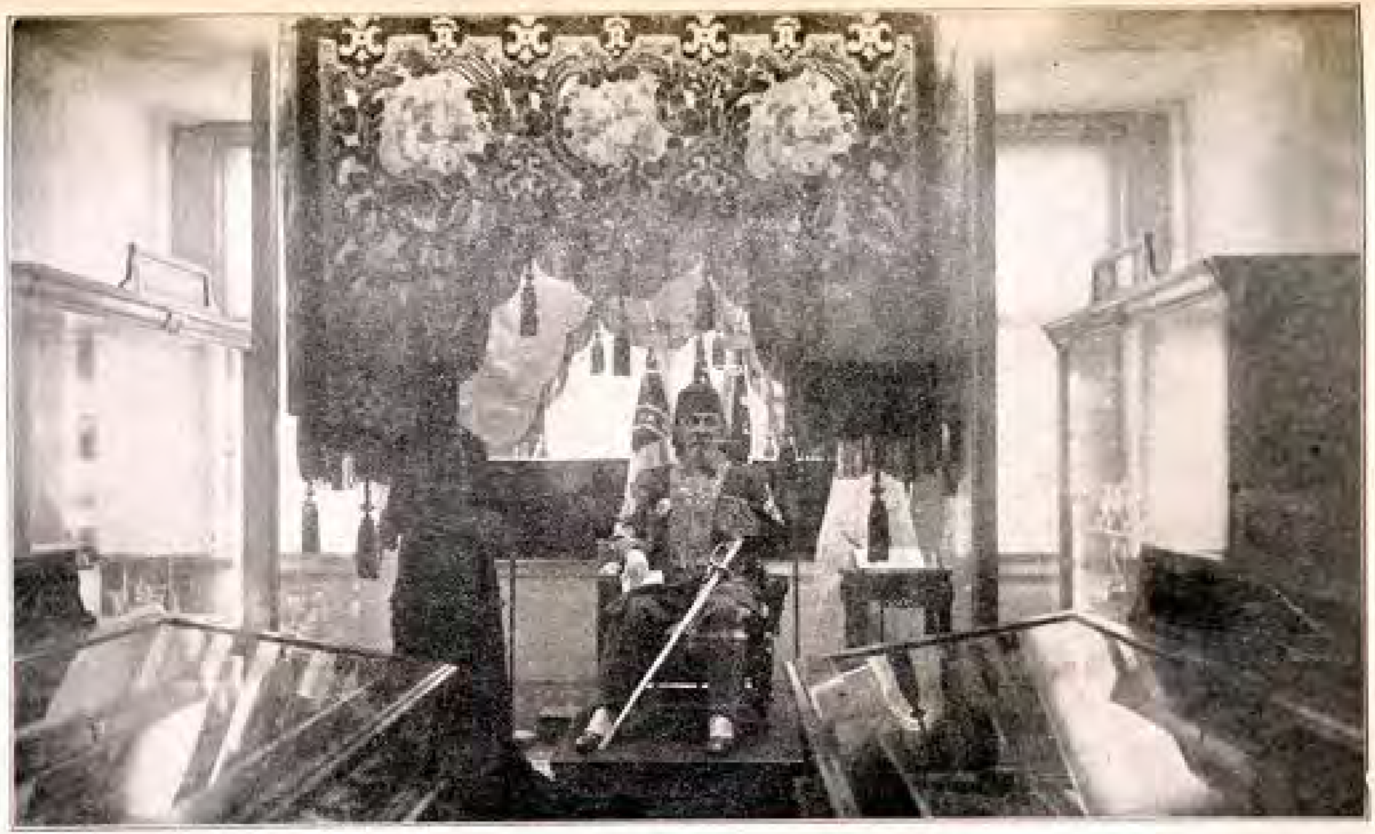


24886

A view showing the crowded condition in the Loring Memorial Room. (Major General W. W. Loring, "Florida's Greatest Son," native and resident of Gainesville and St. Augustine, Confederate Major General in the Civil War. Eight years head of the army and navy in Egypt.)

are more to come. We would like to personally mention every one of the hundreds who have so generously come forward with their assistance in our endeavors, every one of which has some particular and unique distinction, all of which is needed to build up a great State Institution, as the Florida State Museum is designed to be and will eventually become.

A few of the several objects accomplished outside of our general routine have been the mounting of the big sea turtle presented by Mr. W. R. Hodges, of Cedar Key, the restoration of the major portion of a fossil elephant tusk, the complete lower jaw with teeth in place, of a fossil elephant, and another specimen of the same with both lower and upper teeth in place. The snake collection has been brought up to within six species of being complete of Florida, there being forty-seven species in all. We had anticipated making an exhibit of the reptiles of Florida the past year, but on account of not being able to procure the necessary exhibition jars (the factories have ceased manufacturing them) we have had to defer until a method of display other than in jars can be adopted. The Loring Memorial room has finally been installed and opened to the public. This room, on account of non-available space, contains but a very small portion of the Loring Memorial collection. This meagre beginning, however, is already proving very popular and will be an incentive for us to again encourage the public to visit the museum; we had long ago tired of and ceased asking people to come and meet with disappointment in seeing "nothing but the same old thing" year after year, when they knew we had thousands of valuable and interesting things stored away.

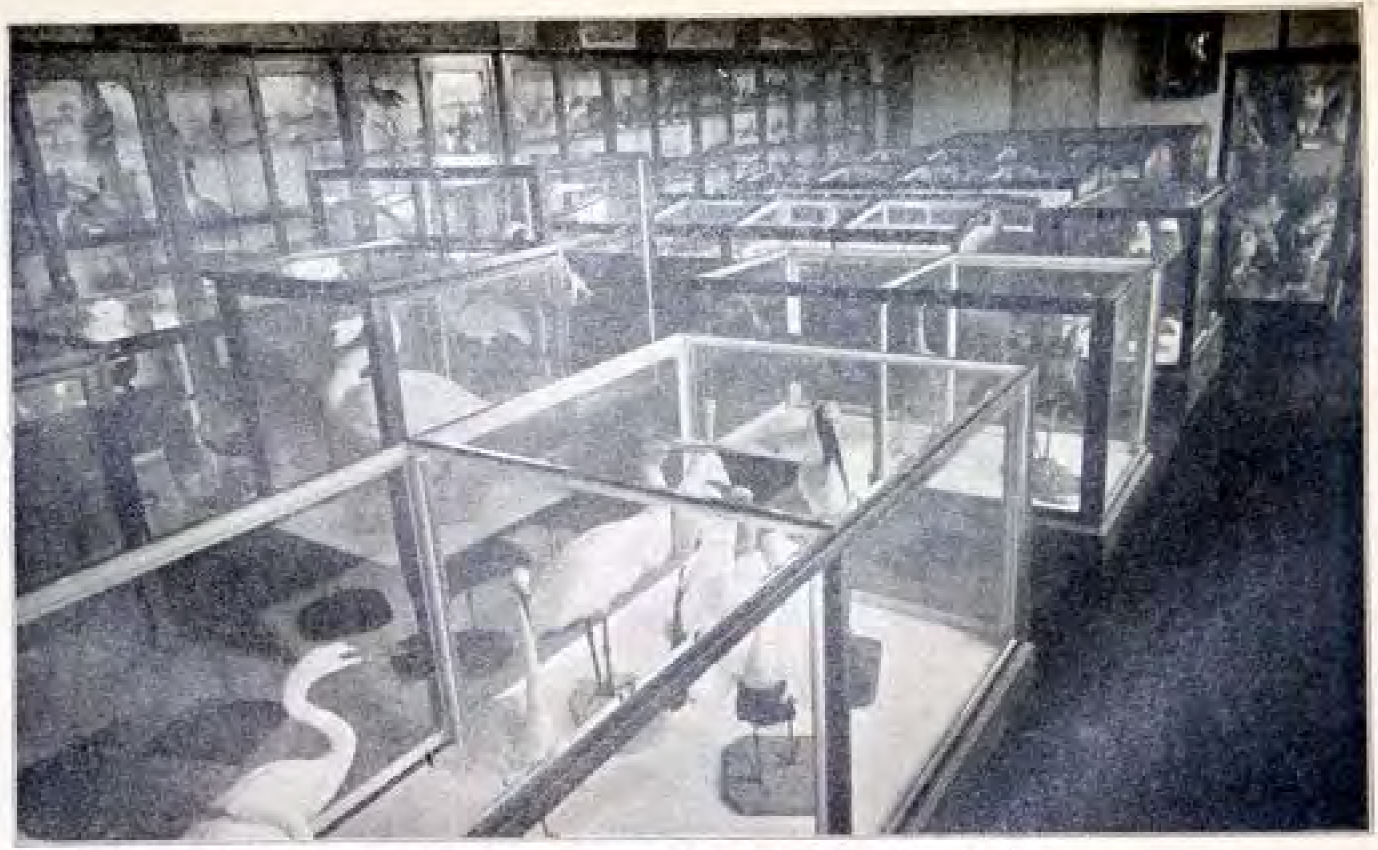
RECOMMENDATIONS FOR JULY 1, 1924 TO JUNE 30, 1925

In the following I will repeat for the third time the absolute necessity for more room and funds. The constant accumulation of material has long ago rendered it entirely out of the question to even safely provide against their destruction, and every year many valuable articles are actually destroyed. If these facts were common knowledge it would not only have a disastrous effect on our solicitations for more material for the museum, but would be a very serious reflection on the university management as a whole. Instead of additional space we have been forced to give up room in the basement for teaching purposes. If there be any particular department of the University that can occupy space to an advantage, it is certainly the museum.

As heretofore in my last two reports, we are once again asking your kind consideration in allowing us the entire top floor and one-half of the basement, of which we now occupy three small rooms, in Science Hall. To say that we need this is but one-half of the statement: We need the entire building.

For the top floor and north half of the basement, the following detailed statement is an absolute necessity:

Remodeling the top floor according to the accompanying plans and figures received from a contractor..	$2,851.00



View showing the crowded condition in the Hall of Ornithology.

The remodeling of the top floor is principally the taking out of several lath and plaster partitions and the two stairs in the hallway and building a new stairs on the north, thus throwing the hallway, that is now a useless space, into exhibition room.

Remodeling the north half of the basement....................$350.00

This consists principally in taking out the plumbing and in plastering and painting.

Exhibition cases, according to the figures received from the manufacturers..$22,000.00

These exhibition cases are of the type we are now using in the Loring Memorial room and which have been adopted as standard. There will be forty-four cases required, as follows: For fossils and invertebrates, twelve table cases; we have several thousand specimens all ready waiting to fill these (see photograph number 24893): for the Loring Memorial room, six table cases and two small floor cases will be needed; the material is on hand to fill them. For the hall of ornithology, four table cases, five upright floor cases and four wall cases will be required to take care of the birds and eggs now in the museum. The figures above were secured for the whole number of cases so we are unable to state the amount required for each room separately.

Storage cases $2,500.00

To take care of the ever increasing stock of material that is on hand at the present time, and which is not included in the series selected for the exhibition cases, we need six standard museum storage cases.

Preparatory Equipment $550.00

This is for apparatus, mounting fixtures, preservatives, etc., to equip a preparatory where a preparator can mount and prepare specimens for exhibition and preservation. A skilled preparator and a place to work in is probably our most urgent immediate need. We are constantly refusing fine specimens of Florida fauna and having many others go to ruin with us for the want of help and equipment to take care of it.

Library furniture $2,875.00

The law creating the Florida State Museum states in very plain language that the museum shall maintain a library of books and literature pertinent to the work; with this in view we have now accumulated several thousand volumes of valuable books which are now lying unprotected in the basement (see photograph number 24894). These are worth many thousands of dollars and are needed daily for reference both by ourselves and co-workers. To equip a small room to take care of these, eleven book stacks, three reading tables and twelve chairs will be needed.

Office furniture $420.00

24893

View showing a small portion of a room filled with thousands of dollars worth of valuale scientific and historical material, and no means for caring for it.

Our office furniture at present consists of one filing case; we need three more, two desks, two tables and four chairs.

The amounts given above for cases, furniture, etc. includes freight charges and installing in the museum.

Miscellaneous office supplies	$500.00

This item, over and above stationery, postage, etc., includes the printing of exhibition labels and educational legends; work of which the museum should be equipped to do without having to let it out by contract.

Annual reports for two years	$800.00

The law requires that the museum director make an annual report to the Board of Control, and that the latter print and distribute the same. During all these years this has never been done; although we have called your attention to the matter time after time, and included it in our budget. The lack of publicity is very largely the reason why the museum has not advanced. The people know nothing of it and we have no means of getting it before them.

Traveling expenses	$500.00

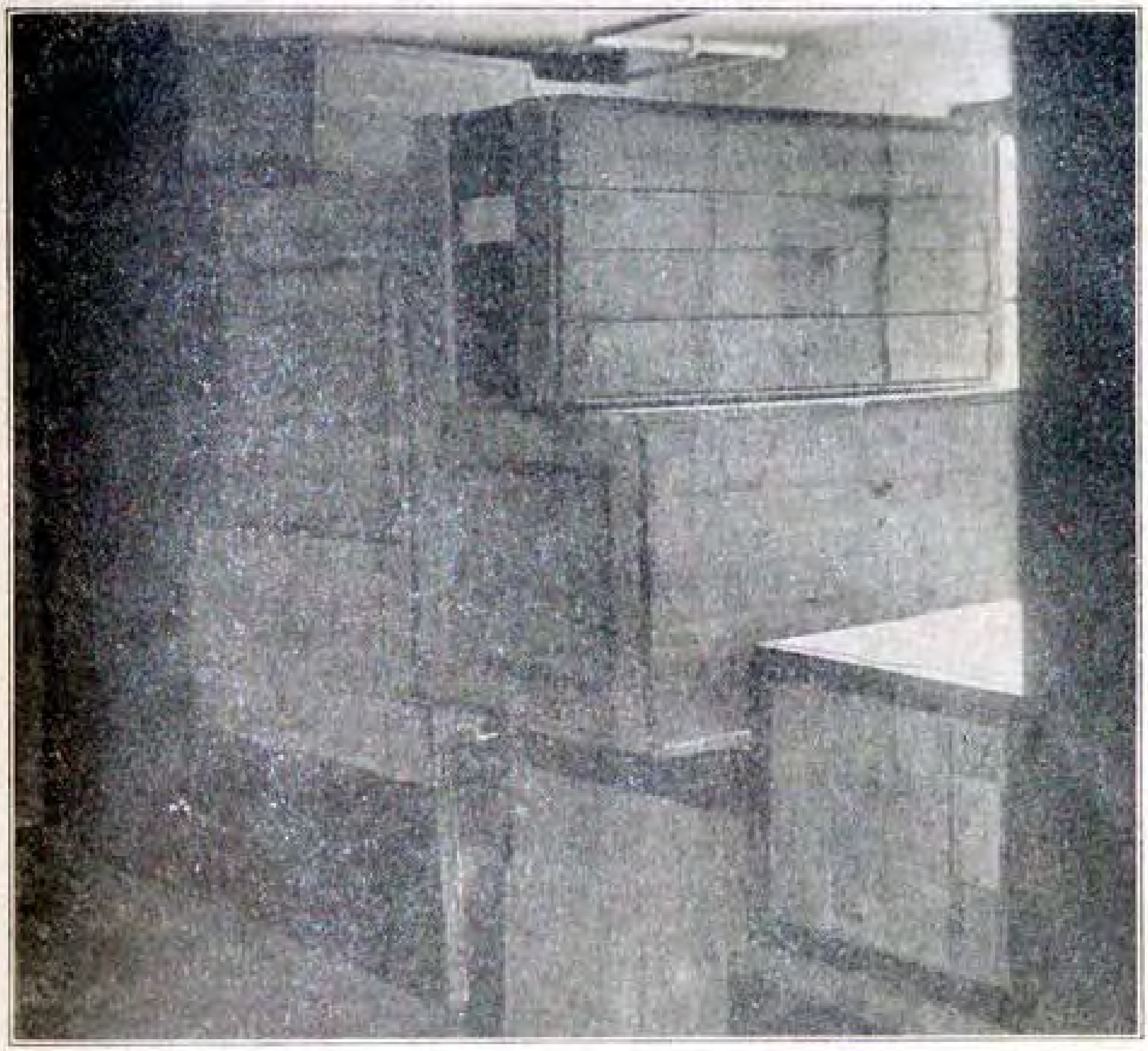
The law says that "it shall be the duty of the Director to conduct surveys of the State of Florida and collect specimens and data of a scientific and economic nature," etc. To carry this out as it should be done would involve the expenditure of hundreds of thousands of dollars, so we certainly should not be denied the small sum of two hundred and fifty dollars a year for going after things given us.

Salaries	$7,200.00

This is for a preparator at two hundred per month and an assistant at one hundred per month for two years. Five people would be required for the next two years to catch up with our work with materials on hand and put it in shape for the purposes it is intended for, so it is to be expected that you will certainly allow the modest request for two people.

Recapitulation

Remodeling top floor	$ 2,851.00
Remodeling north half of basement	350.00
Exhibition cases	22,000.00
Storage cases	2,500.00
Preparatory equipment	550.00
Library furniture	2,875.00
Office furniture	420.00
Miscellaneous office supplies	500.00
Two annual reports	800.00
Traveling expenses	500.00
Salaries	7,200.00
Total for two years	$47,746.00



24894

View showing less than one-half of a pile of boxes filled with books and specimens of thousands of dollars in value, lying in the basement hallway unprotected.

In final conclusion we would call attention to the following comparisons:

First, compare our request for the top floor and north half of the basement at an expenditure for remodeling and installing cases, of twenty-seven thousand dollars, with a new building sufficient to take care of the same amount of material at a cost of at least two hundred and fifty thousand dollars for the building alone.

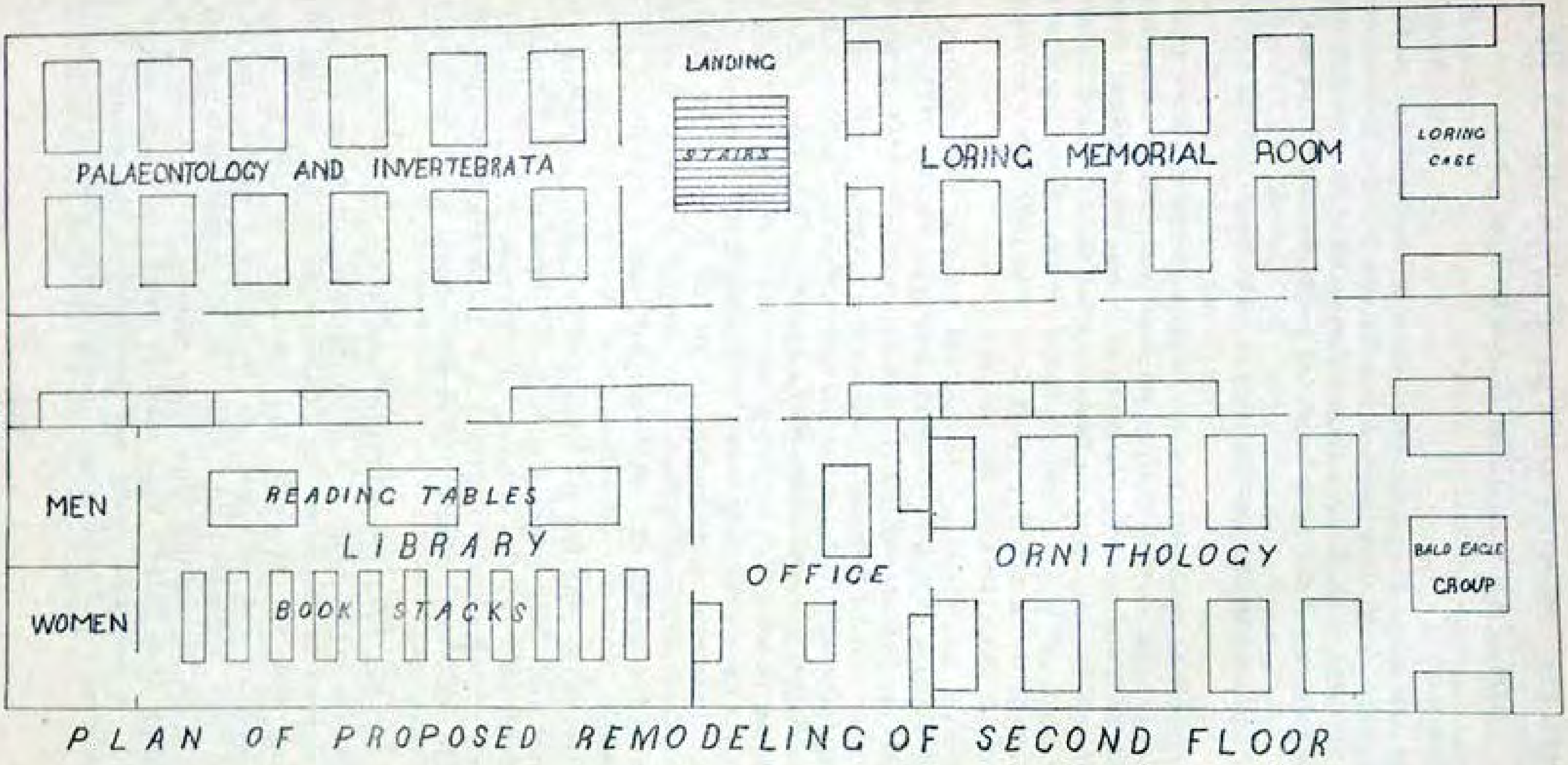
Second, compare our request for two persons to help us at a cost of one and two hundred dollars per month, with six of them at the same or greater salaries, and that is just what we should have; a staff of six people at least if we are ever to carry out the plan contemplated in the law creating the department.

On the whole we consider our recommendations and requests so moderate in consideration of the requirements that we now submit the same for your approval with the sincere belief that you will, this time, give it your hearty endorsement and pass it on to the State Board of Control with your recommendation that they do the same.

Thanking you and members of the Board for your kind indulgence in my past efforts, and with a feeling of assurance for the future, I am

Very sincerely yours,
(Signed) T. VAN HYNING,
Director.

For Detailed Budget of the Museum, see Table of Contents.



Plan of installation of cases, etc., and remodeling of the second floor of Science Hall for museum purposes.

BIENNIAL REPORT OF THE DEPARTMENT OF MILITARY SCIENCE AND TACTICS

To the President:

I have the honor to submit the following report of the status of the Department of Military Science and Tactics for the biennium ending June 30, 1924, with budget setting forth the minimum and necessary requirements for the biennial period beginning July 1, 1924.

THE RESERVE OFFICERS' TRAINING CORPS

The enrollment in the R. O. T. C. Unit has increased from approximately 400 in 1922 to 751 during the last year. This increase has been in the first and second year courses, known as the Basic Course. The enrollment in the third and fourth years, known as the advanced course, is short of what it should be. I believe this shortage can be corrected by more active support from the Deans in encouraging the students to take the four year course.

Besides its purely military phases, the training is more than ever developing sound bodies, trained minds, and good morals. It is instilling into the student body courtesy, cheerful obedience, respect for law and order, and love of country. Through the supervision by the cadet officers (Seniors) the Battalion is one of the best agencies in controlling the underclasses and instilling into them the high ideals and traditions of the University. The responsibilities placed upon these student officers are developing their leadership and initiative, adding thereby an important and finishing touch to their college training. These facts are mentioned here as outstanding features of the past two years and in an added appeal for more active support of the advanced course.

Another factor affecting the advanced enrollment is credits. During the last year they were reduced from three to two to meet requirements in some of the colleges. In fairness to the students for the amount of work done, and to place the Military Department on a par with other departments, the credits should again be placed at three for each year.

The unit has been recommended both years by the Corps Area Commander as one of eight out of twenty-five for inspection by the War Department to determine the Distinguished College rating. While such rating was not attained, due primarily to lack of adequate training facilities and enrollment in the advanced course, the unit is considered well instructed and many of its attainments envied by other units. In competition with other schools, the unit has won the Fourth Corps Area Gallery Rifle matches twice and placed second the third time. A beautiful loving cup presented to the winners is now in our possession and will remain permanently when won the third time.

In the Summer Training Camps the Florida men have always stood out for their loyal spirit of cooperation and their general efficiency. For three years they have won the Rifle Marksmanship competitions and for two years received the highest average mark of general proficiency.

It is recommended that the institution ask for commutation of uniforms instead of receiving them "in kind" from the government, and adopt a distinctive Florida cadet uniform. Less trouble from losses, and greater interest and esprit will result. This would also include the R. O. T. C. Band. The amount received from the government would necessarily have to be augmented by the students, but the corps as a whole would favor the plan.

Special mention is made of the above average and superior personnel on duty with the Department and their loyal cooperation and interest in the many activities of the University. The University is indeed fortunate in the assignment of Major Arthur C. Tipton, Infantry, as the new Professor of Military Science and Tactics.

BUDGET

The requirements of the Department for the ensuing two years have been gone over very carefully and the amounts asked for are considered a minimum. The Federal Government provides the personnel and equipment necessary to carry on the instruction in the Reserve Officers' Training Corps. The institution is expected to provide adequate training facilities and funds for the care of uniforms and equipment. The Distinguished College rating is largely determined by the support thus given.

First in the amounts asked for is $1,000.00 for the Professor of Military Science and Tactics and $300.00 for each assistant. Officers on college duty are placed under additional expenses. Right to furnished quarters, cheap commissary prices, and free medical and dental attention are lost. It is customary at most universities, schools and colleges to give some remuneration, and some is considered necessary to maintain a superior personnel. The graduates of the Infantry School at Fort Benning have choice of station, and the "honor" graduates, selecting first, are going to schools with some inducement to offer. The personnel at Florida is giving their spare time and efforts to various school activities, and the small amount asked for will more than be returned in their continued cooperation and the feeling that they are a part of the University.

More office, class, laboratory, and store room space is needed. The rapid increase of students makes this a vital question. Students individually have no way to care for their arms and equipment issued to them and as a result much property is lost for which the State is held responsible. A new gymnasium is needed and when completed the present one is desired for an Armory. It will make an ideal building for the Military Department for all of its requirements.

The target range needs repairs and permanent improvement costing $1,500.00, with an annual maintenance fund of $300.00. The War Department has supplied new targets and equipment which must be properly installed and cared for.

The necessary handling, storing, issuing and caring for uniforms and equipment is of utmost importance. All of this work is now done by the Army personnel. A property man employed at full time, assisted by non-commissioned personnel of the Army, will require an annual sum of $2,000.00.

An annual fund of $1,500.00 is needed for clerical assistance. The volume of work in correspondence and records, for both the War Department and the University amounts to as much as in the five colleges combined. The work cannot be done by the Army personnel alone. A full time stenographer, with student assistants at times, is needed.

A general fund of $1,500.00 annually is needed for general operating expenses. Included in this is such items as desks, typewriters, filing cabinets, and various other office supplies and incidental expenses of the Department not furnished by the War Department.

The above amounts are summarized as follows:

Item Salaries	1925-26	1926-27	Total
P. M. S. & T.	$1,000.00	$1,000.00	$2,000.00
8 Assistants	2,400.00	2,400.00	4,800.00
Target Range, installation and repair	1,500.00	....	....
Upkeep	300.00	300.00	2,100.00
Property, care of	2,000.00	2,000.00	4,000.00
Clerical assistance	1,500.00	1,500.00	3,000.00
General Fund	1,500.00	1,500.00	3,000.00
Aggregate			$18,900.00

Yours very truly,
(Signed) J. A. VAN FLEET,
Captain, U. S. Infantry.

For Detailed Budget of the Department of Military Science and Tactics, see Table of Contents.

AUDITOR'S REPORT

To the President,
University of Florida,
Gainesville, Florida.
Sir:

In response to your request I have here assembled the budgets of the several administrative offices of the University to cover salaries and other current expenses and permanent improvements including buildings for the next biennium from July 1st, 1925 to June 30th, 1927. I have appended hereto a report of receipts and expenditures of various colleges and divisions for the biennium ending June 30th, 1925 I have also added a report of receipts and expenditures and management of the boarding department for the two years, 1923-25.

	Amt. Available for 1924-1925	Amt. Required for 1925-1926	Amt. Required for 1926-1927	Total for Biennium
I. Executive.				
Salaries:				
President	$ 5,500	$ 5,500	$ 5,500	$ 11,000
Vice-President	400	400	400	800
Secretary to President	1,500	1,500	1,500	3,000
II. Departments of Instruction.				
1. Physical Education and Hygiene Salary, Director of Phys. Education and Athletics	3,400	3,600	3,600	7,200
2. Salaries of Professor of Hygiene	1,700 (Half Time)	1,700 (Half Time)	1,700 (Half Time)	3,400 (Half Time)
3. Assistant Director of Phys. Education and Major Sports	1,400 (1-3 Time)	3,400	3,400	6,800
4. Assistant Professor in Physical Education and Coach of Major Sports	700	2,500	2,500	5,000
5. Professor of Physical Education and Coach of Minor Sports	3,000	3,200	3,200	6,400
6. Instructor of Physical Education	1,800	1,800	1,800	3,600
7. Current Expense: Maintenance of Gymnasium	....	600	600	1,200
8. Military Science. To supplement Federal salaries of Regular Army details	....	2,500	2,500	5,000

	Amt. Available for 1924-1925.	Amt. Required for 1925-1926	Amt. Required for 1926-1927	Total for the Biennium.
Custodian and Caretakers of $90,000 worth of Army equipment.	1,500	2,000	2,000	4,000
Clerical Assistance, ½	(Time)	600	600	1,200
Current Expense:				
Office Supplies and Fixtures	....	400	400	800
Permanent Improvement:				
Repair and improvement of Target Range	....	1,500	1,500	3,000
9. Cadet Band.				
Salaries:				
Instructor of Instrumental Music	2,400	2,500	2,500	5,000
10. Religious Education.				
Salaries:				
Instructor in Bible	2,000	2,000	2,000	4,000
*$1,000 additional appropriated out of Student Activity Fund.				
11. Instructor of Public Speaking and Coach of Debating Teams and Dramatics	new	2,500	2,500	5,000
III. Library.				
Salaries:				
Librarian	2,400	2,500	2,500	5,000
Asst. Librarian	1,800	2,000	2,000	4,000
2nd Asst. Librarian	new	1,800	1,800	3,600
Current Expense:				
Subscription to Magazines, Rebinding, etc.	2,000	4,000	4,000	8,000
Permanent Improvement:				
Purchase of new books	2,000	6,000	6,000	12,000
IV. State Museum.				
Salaries:				
Curator	2,000	2,500	2,500	5,000
Asst. Curator	new	2,000	2,000	4,000
Preparator of Museum materials	new	1,000	1,000	2,000
Current Expense:				
Miscellaneous office supplies	500	....	500	500
Printing and Publishing annual reports	....	400	400	800
Storage cases	1,000	2,500	2,500	5,000
Travel Expenses of Curator for investigating collections	....	500	....	500
Permanent Improvement:				
Remodeling top floor Science Hall for Museum purposes	....	2,851	....	2,851

	Amt. Available for 1924-1925.	Amt. Required for 1925-1926	Amt. Available for 1925-1926	Total for the Biennium.
Remodeling hall of basement Science Hall for Museum purposes	....	350	....	350
Exhibition cases for display museum collections	....	22,000	....	22,000
Museum equipment for repairing museum materials	....	550	....	550
Museum Library furniture	....	2,875	....	2,875
Museum Office furniture	....	420	....	420
V Registrar's Office.				
Salaries:				
Registrar	2,000	2,200	2,200	4,400
Asst. to Registrar	1,000	1,200	1,200	2,400
Student assistance	500	1,200	1,200	2,400
VI. Auditor's Office.				
Salaries:				
Auditor	3,100	3,100	3,100	6,200
Cashier	1,800	1,900	1,900	3,800
Bookkeeper	1,000	1,200	1,200	2,400
Asst. bookkeeper (new)	....	1,000	1,000	2,000
VII. Grounds and Buildings.				
Salaries:				
Superintendent	2,200	2,200	2,200	4,400
Asst. to superintendent	1,500	1,500	1,500	3,000
Nightwatchman	1,080	1,080	1,080	2,160
3 student helpers at $150 each	450	450	450	900
VIII. Heat, Light and Power.				
400 tons coal at $8.00 and wood for central heating plant	3,200	4,000	4,000	8,000
Electric lights and gas for educational buildings (2 new ones)	675	1,200	1,200	2,400
IX. Printing, Advertising and Stationery.				
1 General Catalog and 4 bulletins	2,800	3,400	3,400	6,800
Illustrated bulletin	500	500	500	1,000
Special forms for Registrar and Auditor	600	600	600	1,200
Advertising, newspaper and general	500	500	500	1,000
Postage, stationery, telephones and telegraph, all departments	2,200	2,200	2,200	4,400
X. Traveling Expenses.				
President and others	1,000	1,000	1,000	2,000

	Amt. Available for 1924-1925.	Amt. Required for 1925-1926	Amt. Required for 1926-1927	Total for the Biennium.
XI. Commencement Expenses.				
Speakers and diplomas	1,000	1,000	1,000	2,000
XII. Furniture and Office Equipment.				
Auditor and Registrar; new cash register, filing equipment, steel safes, etc............	1,350	2,000	2,000	4,000
XIII. Janitors, Teamster and Laborers.				
8 janitors for 8 instructional buildings; 1 truck driver and 1 teamster, 10 at $600.00, (see note). An increase of two men	3,840	6,000	6,000	12,000
NOTE: Receipts from truck credited to Incidental Fund. 1 engineer for central heating plant	240	360	360	720
XIV. Janitors and Sundry Supplies, Superintendent of Buildings.				
Floor oil, mops, brooms, etc.....	200	200	200	400
Toilet paper, towels, chalk, etc.	300	300	300	600
Gas for trucks and incidentals	300	300	300	600
XV. Repairs and Upkeep of Buildings.				
Carpenter and painters, labor	1,500	2,000	2,000	4,000
Plumbing, supplies and lumber	500	1,500	1,500	3,000
Paints for windows, all buildings	500	500	500	1,000
Tile roofs and dormitory floors	....	1,500	1,500	3,000
New roofs on all wooden temporary buildings	....	1,000	1,000	2,000
XVI. Campus Upkeep.				
Planting grass, replacing trees, labor on scraping roads and replanting lawns, etc.	2,500	5,000	5,000	10,000
XVII. Miscellaneous Expenses.				
Premium on bonds, association dues, etc.	300	300	300	600
Band music and supplies........	....	200	200	400
Total	$75,635	$145,036	$115,990	$261,026

Additional Needs

Under Campus and Road Construction should be considered new walks and hard surfacing of all drives. This has been carefully worked out by Prof. Alex Bresth of the Engineering College and blue prints with specifications filed, showing cost of	$40,500
Iron fence for enclosing campus grounds	5,000
New unit in the central heating plant, account of new library and auditorium, buildings added	15,000
Connecting Buckman and Thomas Hall dormitories with the central heating plant and new return system for steam heating installed, (estimated)	10,000
Enlargement of the present sewerage system tank, and removal of the septic tank to the target range	20,000
Dormitories done over and new furniture installed	10,000
Wooden barracks arranged as dormitory annex	1,000
GRAND TOTAL	$362,526

RECAPITULATION

	Amount Available 1924-25	Amt. Required for 1925-26	Amt. Required for 1926-27	Total for the Biennium
Executive and Administrative Department.				
Salaries	$26,110	$ 30,790	$ 30,790	$ 61,580
Current Expenses (Including upkeep of offices, buildings, grounds, etc.)	18,575	27,200	27,200	54,400
Permanent Improvements and equipment	1,350	2,000	2,000	4,000
Special Departments.				
Physical education and hygiene				
Salaries	12,000	16,200	16,200	32,400
Current Expenses	....	600	600	1,200
Military Science:				
Salaries	1,500	5,100	5,100	10,200
Current Expenses	....	400	400	800
Permanent improvements and equipment	....	1,500	1,500	3,000
Cadet band, religious education, public speaking:				
Salaries	4,400	7,000	7,000	14,000
Library.				
Salaries	4,200	6,300	6,300	12,600
Current Expenses	2,000	4,000	4,000	8,000
Permanent improvements and equipment	2,000	6,000	6,000	12,000
State Museum.				
Salaries	2,000	5,500	5,500	11,000
Current Expenses	1,500	3,400	3,400	6,800
Permanent improvements and equipment	....	29,046	....	29,046
Totals	*$75,635	$145,036	$115,990	$261,026

Additional Needs

Permanent improvements and equipment	$100,500
Buildings	1,000
GRAND TOTAL	$362,526

*Note: $200,000 appropriated for Auditorium and Library Buildings for Biennium 1923-25. See Recapitulation Sheet.

BUDGET AS REQUIRED FOR THE COLLEGE OF ARTS AND SCIENCES

For the Biennium Beginning July 1, 1925, and Ending June 30, 1927

	Amt. Available July 1, 1924 to June 30, 1925	Amt. Required July 1, 1925 to June 30, 1926	Amt. Required July 1, 1926, to June 30, 1927	Total for the Biennium
I. General.				
Salaries:				
Dean	$ 400	$ 400	$ 400	$ 800
Secretary	....	1,200	1,200	2,400
Current Expenses:				
Office supplies, stationery, etc.	100	200	200	400
II. Ancient Languages.				
Salaries:				
Professor	3,400	3,400	3,400	6,800
Asst. professor	....	2,500	2,600	5,100
III. Biology and Geology.				
Salaries:				
Head professor	3,300	3,400	3,400	6,800
Professor	3,000	3,000	3,100	6,100
Asst. professor	1,800	2,500	2,500	5,000
Asst. professor	....	2,700	2,700	5,400
Instructor	....	1,800	1,800	3,600
Six student assistants at $250.00	750	1,500	1,500	3,000
Current expenses	....	500	500	1,000
Permanent improvements:				
Apparatus and supplies	1,175	2,000	2,000	4,000
To remodel and equip Science Hall	....	5,750	5,750	11,500
To erect building and fence Biological Station on Lake Newnan	....	2,050	2,050	4,100
IV. Chemistry.				
Salaries:				
Head professor	3,400	3,400	3,400	6,800
Professor	2,700	3,000	3,100	6,100
Asst. professor (new)	....	2,700	2,700	5,400
Asst. professor (new)	....	2,500	2,600	5,100
Curator (new)	....	1,500	1,500	3,000
Four fellows	....	2,000	2,000	4,000
Five student assistants	1,660	1,000	1,000	2,000
Five student assistants		750	750	1,500
Office supplies	....	100	100	200
Cur't exp'ns's, chemic'ls, etc.	3,250	2,000	2,000	4,000
Permanent improvements, apparatus		4,500	4,500	9,000
New building for chemistry and pharmacy			275,000	275,000
Equipment for same			75,000	75,000
(See also Agricultural Chemistry and Chemical Engineering)				

	Amt. Available July 1, 1924 to June 30, 1925.	Amt. Required July 1, 1925 to June 30, 1926.	Amt. Required July 1, 1926 to June 30, 1927.	Total for the Biennium.
V. Economics and Sociology.				
Salaries:				
Head professor, economics and sociology	3,400	3,400	3,400	6,800
Professor, accounting and finance	3,000	3,100	3,200	6,300
Asst. professor (new) advertising and salesmanship etc.	....	2,700	2,700	5,400
Asst. professor (new) economics and transportation..	....	....	2,500	2,500
Instructor in sociology, (new), part time	....	600	600	1,200
Instructor in office management (new), part time	....	600	600	1,200
Two student assistants	....	200	200	400
Permanent Improvements:				
Adding Machine and Mimeograph	....	200	172.50	372.50
VI. English.				
Salaries:				
Professor	3,400	3,400	3,400	6,800
Asst. Professor	2,800	2,800	2,800	5,600
Asst. Professor	2,500	2,600	2,700	5,300
Asst. Professor, half time..	1,350	1,350	1,350	2,700
Two teaching Fellows at $600 (or student assistants)	1,200	1,200	1,200	2,400
VII. History and Political Science.				
Salaries:				
Professor	3,400	3,400	3,400	6,800
Asst. Professor (new)	....	2,500	2,600	5,100
Instructor	1,800	1,900	2,000	3,900
Student Assistant (new)	....	500	500	1,000
VIII. Mathematics.				
Salaries:				
Professor	3,400	3,400	3,400	6,800
Asst. Professor (new)	....	2,500	2,600	5,100
Asst. Professor (new)	....	....	2,500	2,500
Instructor	2,000	2,000	2,000	4,000
Instructor	1,800	1,900	2,000	3,900
Permanent Improvements:				
Blackboards	....	250	250	500
IX. Modern Languages.				
Salaries:				
Head Professor	3,400	3,400	3,400	6,800
French Professor	2,500	3,000	3,100	6,100

	Amt. Available July 1, 1924 to June 30, 1925.	Amt. Required July 1, 1925 to June 30, 1926.	Amt. Required July 1, 1926 to June 30, 1927.	Total for the Biennium.
Asst. Spanish Professor, (half time)	1,350	1,350	1,350	2,700
Instructor in French	....	1,800	1,900	3,700
Instructor in Spanish	....	1,800	1,900	3,700
Teaching Fellow in Spanish	....	600	600	1,200
X. Psychology and Philosophy.				
Salaries:				
Professor	3,400	3,400	3,400	6,800
Instructor (new)	....	1,800	1,900	3,700
Two Student Assistants	....	400	400	800
Permanent Improvements:				
Instruments and Supplies	200	250	250	500
XI. The School of Pharmacy.				
Salaries:				
Director	100	100	100	200
Professor of Pharmacy	3,000	3,200	3,200	6,400
Professor of Pharmacology and Pharmacognosy	1,750	3,000	3,000	6,000
Professor of Operative Pharmacy	....	3,000	3,000	6,000
Instructor in Pharmacology and Pharmacognosy	....	1,800	1,800	3,600
Fellow in Pharmacy (in charge of Drug Garden	....	500	500	1,000
Three Student Assistants at $200.00	....	600	600	1,200
Secretary of the School	540	800	800	1,600
Current Expenses:				
Traveling Expenses	....	250	250	500
Chemicals, Drugs, etc	*........	1,000	1,000	2,000
Permanent Improvements:				
Apparatus, etc	2,200	3,000	3,000	6,000
Printing bulletin	....	250	250	500
Stamps, stationery and office supplies	....	100	100	200
XII. Traveling and Incidental Expenses for the Nine Departments at $100.00	....	900	900	1,800
XIII. Agricultural Chemistry.				
Salary of Professor	3,000	3,100	3,100	6,200
(Omitted from Chemistry Budget, Page 1.)				
Total	$76,425	$136,250	$492,622.50	$628,872.50
Recapitulation:				
Salaries	69,500	116,550	122,950.00	239,500.00
Current Expenses	2,300	5,700	5,700.00	11,400.00
Permanent Improvements	4,625	11,950	11,922.50	23,872.50
Buildings	....	2,050	352,050.00	354,100.00
	$76,425	$136,250	$492,622.50	$628,872.50

* $2,500 received from State Pharmaceutical Association.

DETAIL BUDGET OF AGRICULTURAL COLLEGE

(Instructional Division)

	Amt. Available July 1, 1924 to June 30, 1925.	Amt. Required July 1, 1925 to June 30, 1926.	Amt. Required July 1, 1926 to June 30, 1927.	Total for the Biennium.
I. General.				
Salaries:				
Dean	$ 200	$ 200	$ 200	$ 400
Assistant Dean	200	200	200	400
Secretary and Stenographer to Dpt. Heads	1,200	1,400	1,400	2,800
Farm Foreman	1,000 (half time)	2,000 (full time)	2,000	4,000
Current Expenses:				
Office Supplies	400	600	600	1,200
Labor on Farm	1,350	2,000	2,000	4,000
Seed and Fertilizers	600	1,000	1,000	2,000
Tools and Implements	250	500	500	1,000
Tractors and Attachments	600	1,000	1,000	2,000
Permanent Improvements:				
First Unit of new Agricultural Building	....	250,000	....	250,000
Completing and Furnishing 3rd floor of Agricultural Building for immediate use	4,000 (for bennium)	4,000	....	4,000
Repairing and Painting Farm Buildings	....	500	500	1,000
Repair of Fences	150	300	300	600
II. Agricultural Chemistry.				
Salaries:				
Assistant Professor	(See General Chemistry Budget)			
Student Assistant (2)	....	300	300	600
Current Expenses:				
Books and Journals	....	100	100	200
General Chemicals	....	300	300	600
Permanent Improvements:				
General Apparatus	....	350	350	700
Special Apparatus	....	150	150	300
III. Agricultural Engineering.				
Salaries:				
Prof. Agricultural Engineering	3,000	3,200	3,200	6,400
Instructor Forge and Wood Work (half time)	1,000	1,200	1,200	2,400
Student Assistant	....	200	200	400
Current Expenses:				
Traveling Expenses 1 (Prof.)	....	100	100	200
Permanent Improvements:				
Motors and Machinery	1,200	1,500	1,500	3,000
Forge and Wood Work Equipment	400	600	600	1,200
Drainage and Irrigation Equipment	250	400	400	800

	Amt. Available July 1, 1924 to June 30, 1925.	Amt. Required July 1, 1925 to June 30, 1926.	Amt. Required July 1, 1926 to June 30, 1927.	Total for the Biennium.
Concrete Laboratory Equipment	....	200	200	**400**
IV. Agricultural Journalism.				
Salaries:				
Assistant Prof. Agricultural Journalism (1-3 time)	200	900	900	**1,800**
Student Assistant	....	200	200	**400**
Current Expenses:				
Incidentals and Subscriptions to Papers and Magazines	....	25	25	**50**
Books for Reference	....	25	25	**50**
Traveling Expenses	....	75	75	**150**
V. Agronomy and Agricultural Economics.				
Salaries:				
Prof. of Agronomy	3,400	3,400	3,400	**6,800**
Prof. of Soils	2,500	3,000	3,000	**6,000**
Instructor in Farm Management	1,800	2,000	2,000	**4,000**
Graduate Student Asst Farm Management (½ time)	600	600	600	**1,200**
Graduate Student Asst. Soils (½ time)	....	600	600	**1,200**
Graduate Student Asst. Marketing (½ time)	....	600	600	**1,200**
Student Assistant Field Crops	200	200	200	**400**
Student Assistant Ag. Economics	....	200	200	**400**
Current Expenses:				
Traveling Expenses and Publications, Farm Management	500	1,000	1,000	**2,000**
Traveling Expenses, 2 Profs.	200	250	250	**500**
Permanent Improvements:				
Apparatus Soils Laboratory	500	500	500	**1,000**
Seed Collection Farm Crops	250	250	250	**500**
Farm Management Records for Instruction	....	250	250	**500**
Marketing Records for Instruction	....	250	250	**500**
VI. Animal Husbandry and Dairying.				
Salaries:				
Prof. of Animal Husbandry and Dairying	3,400	3,400	3,400	**6,800**
Instructor	....	1,800	1,800	**3,600**
Herdsman	....	1,500	1,500	**3,000**
Student Assistants	200	300	300	**600**
Current Expenses:				
Class Room Equipment	....	500	500	**1,000**
Glassware and Chemicals	150	300	300	**600**
Dairy Apparatus and Equipment	200	500	500	**1,000**

	Amt. Available July 1, 1924 to June 30, 1925	Amt. Required July 1, 1925 to June 30, 1926.	Amt. Required July 1, 1926 to June 30, 1927.	Total for the Biennium.
Clearing and Improving Pastures	200	500	....	500
Feed for Work Animals and other Stock	600	1,200	1,200	2,400
Labor for Growing Feed Crops	600	1,000	1,000	2,000
Repair Hog and Sheep Sheds and Fences	....	500	500	1,000
Travel for Dept. and Truck Hire for Classes	100	300	300	600
Travel for Student Teams to International Livestock Exposition, etc.	....	300	300	600
Permanent Improvements:				
Livestock, Beef Cattle, etc.	200	2,000	2,000	4,000
Barn for Bulls and Beef Cattle	....	5,000	....	5,000
Completing Judging Shed, Ceiling and Repairing Dairy Barn	....	2,000	....	2,000
Milk Evaporators, Dairy Laboratory	....	600	....	600
Boiler and Pipes, Dairy Laboratory	....	300	....	300
VII. Economic Entomology and Plant Pathology				
Salaries:				
Asst. Prof Economic Ent. and Plant Path.	2,500	3,000	3,000	6,000
Student Assistant	....	200	200	400
Current Expenses:				
Traveling Expenses, 1 Prof.	....	100	100	200
Lab. Equipment Class Work (Entomology)	....	100	100	200
Chemicals, Glassware, (Plant Pathology)	....	200	200	400
Permanent Improvements:				
Insect Cages and Boxes (Entomology)	....	150	150	300
Demonstration Models (Entomology)	....	150	150	300
Autoclave Sterilizer, Incubator, Paraffin Oven (Plant Pathology)	....	850	....	850
Microtomes (P. Pathology)	....	300	....	300
Scales, Weights, Museum Jars (Plant Path.)	....	200	200	400
Sprayers, Dusters, Appliances (Entomology)	....	150	150	300
4 Binoculars (Entomology)	....	450	....	450
Laboratory Furniture	....	175	175	350
VIII. Horticulture.				
Salaries:				
Head Professor	3,400	3,400	3,400	6,800

	Amt. Available July 1, 1924 to June 30, 1925.	Amt. Required July 1, 1925 to June 30, 1926.	Amt. Required July 1, 1926 to June 30, 1927.	Total for the Biennium.
Professor	2,700	3,000	3,000	6,000
Instructor	1,800	2,000	2,000	4,000
Foreman Greenhouse and Grounds	....	1,500	1,500	3,000
Graduate Student Assistant (½ time)	....	600	600	1,200
Two Student Assistants	200	400	400	800
Current Expenses:				
Labor, Orchard, Truck and Flower Gardens	500	1,500	1,500	3,000
Equipment, Supplies, Fertilizer, Seeds, Plants, etc.	600	2,000	2,000	4,000
Greenhouse Upkeep and Improvement	....	800	800	1,600
Traveling Expenses	200	500	500	1,000
Permanent Improvements:				
Extension of Irrigation and Drainage Systems	....	600	600	1,200
Fruit Collection Cases	....	300	300	600
IX. Poultry Husbandry.				
Salaries:				
Professor of Poultry Husbandry	3,400	3,400	3,400	6,800
Student Assistant	....	200	200	400
Current Expenses:				
Traveling Expenses	150	150	150	300
Feeds	500	500	500	1,000
Labor	250	500	500	1,000
Permanent Improvements:				
Houses, Yards and Runs	750	1,000	1,000	2,000
Breeding Stock and Laying Contest	500	750	750	1,500
X. Veterinary Science.				
Salaries:				
Prof. of Veterinary Science	3,400	3,400	3,400	6,800
Student Assistant	200	200	200	400
Current Expenses:				
Equipment for Class Work	350	500	500	1,000
Traveling Expenses	....	150	150	300
Permanent Improvements:				
Dissecting Room	1,000	....	....	....
Total	$ 54,000	$342,000	$ 78,000	$420,000
*Less Government Funds	....	16,000	16,000	32,000
Appropriation Required from State Sources	....	326,000	62,000	388,000
Less amount paid out of Agricultural College Funds				10,028
Balance needed				377,972
*That part of Morrill and Nelson Funds available for teaching agricultural subjects.				

Summary of Budget, College of Agriculture

	SALARIES			CURRENT EXPENSE			Permanent Improvement		
	Amt. Required 1925-26.	Amt. Required 1926-27.	Total for Biennium	Amt. Required 1925-26.	Amt. Required 1926-27.	Total for Biennium	Amt. Required 1925-26.	Amt. Required 1926-27.	Total for Biennium
Agricultural College									
I. General	$ 3,800	$ 3,800	$ 7,600	$5,100	$ 5,100	$10,200	$254,800	$ 800	$255,600
II. Agricultural Chemistry	300	300	600	400	400	800	500	500	1,000
III. Agricultural Engineering	4,600	4,600	9,200	100	100	200	2,700	2,700	5,400
IV. Agricultural Journalism	1,100	1,100	2,200	125	125	250	....	....	....
V. Agronomy and Agricultural Economics	10,600	10,600	21,200	1,250	1,250	2,500	1,250	1,250	2,500
VI. Animal Husbandry and Dairying	7,000	7,000	14,000	5,100	4,600	9,700	9,900	2,000	11,900
VII. Economic Entomology and Plant Pathology	3,200	3,200	6,400	400	400	800	2,425	825	3,250
VIII. Horticulture	10,900	10,900	21,800	4,800	4,800	9,600	900	900	1,800
IX. Poultry Husbandry	3,600	3,600	7,200	1,150	1,150	2,300	1,750	1,750	3,500
X. Veterinary Science	3,600	3,600	7,200	650	650	1,300	....	....	....
	$48,700	$48,700	$97,400	$19,075	$18,575	$37,650	$274,225	$10,725	$284,950*

*$259,000 of this total for buildings and land.

Grand Total	$420,000
Less amount paid out of Morrill Fund	32,000
	$388,000
Less Amount paid out of Agri. Col. Funds	10,028
Balance needed	$377,972

BUDGET FOR ENGINEERING COLLEGE

As Required for the Biennium Beginning July 1, 1925, and Ending June 30, 1927

	Amt. Available July 1, 1924 to June 30, 1925.	Amt. Required July 1, 1925 to June 30, 1926.	Amt. Required July 1, 1926 to June 30, 1927.	Total for the Biennium.
1. General.				
Salaries:				
(1) Dean	$ 400	$ 400	$ 400	$ 800
(2) Secretary	1,000	1,400	1,400	2,800
Current Expense:				
Office supplies, postage, stationery, telegraph, printing, etc.	375	400	400	800
Permanent Improvements:				
Furniture and Fixtures	250	250	250	500
New Building	none	62,500	62,500	125,000
Totals	$2,025	$64,950	$64,950	$129,900
2. Civil Engineering.				
Salaries:				
(1) Professor of Civil Engineering	3,400	3,400	3,400	6,800
(2) Assistant Professor of Civil Engineering	2,700	2,700	2,700	5,400
(3) Instructor in Civil Engineering	1,800	2,000	2,000	4,000
(4) Student Assistance	none	250	250	500
Current Expense:				
Maintenance of Laboratory and Instruments	225	250	250	500
Permanent Improvement:				
Equipment of Hydraulic and Testing Laboratories and additional Surveying Instruments	400	4,600	4,600	9,200
Totals	$8,525	$13,200	$13,200	$ 26,400
3. Physics and Electrical Engineering				
Salaries:				
(1) Professor of Physics and Electrical Engineering	$ 3,400	3,400	3,400	6,800
(2) Assistant Professor of Physics	2,700	2,700	2,700	5,400
(3) Assistant Professor of Electrical Engineering	2,500	2,700	2,700	5,400
(4) Instructor in Physics and Electrical Engineering (to be raised to Assistant Professor)	1,800	2,500	2,500	5,000

	Amt. Available July 1, 1924 to June 30, 1925	Amt. Required July 1, 1925 to June 30, 1926.	Amt. Required July 1, 1926 to June 30, 1927.	Total for the Biennium.
3. Physics and Electrical Engineering.				
(5) Assistant Instructor in Physics and Electrical Engineering	1,500	1,800	1,800	3,600
(6) Instructor in Physics and Electrical Engineering	....	....	1,800	1,800
(7) Student Assistance	550	550	550	1,100
Current Expense:				
Upkeep of Laboratory and Apparatus, Electrical Engineering	225	250	250	500
Upkeep of Laboratory Apparatus, Physics	750	750	750	1,500
Permanent Improvements:				
Physics Laboratory new apparatus	500	500	500	1,000
Electrical Engineering, new apparatus	1,000	3,000	3,000	6,000
Totals	$14,925	$18,150	$19,950	$ 38,100
4. Mechanical Engineering.				
Salaries:				
(1) Professor of Mechanical Engineering	3,250	3,400	3,400	6,800
(2) Assistant Professor Mechanical Engineering	2,500	2,700	2,700	5,400
(3) Instructor in Mechanical Engineering	....	....	1,800	1,800
(4) Student Assistance	100	100	100	200
Current Expense:				
Maintenance of Laboratory	225	250	250	500
Permanent Improvement:				
Equipment of Steam Laboratory	600	4,400	4,400	8,800
Totals	$ 6,675	$10,850	$12,650	$ 23,500
5. Chemical Engineering.				
Salaries:				
Professor of Chemical Engineering	3,000	3,100	3,100	6,200
Current Expense:				
(For other items under this department see Budget for Chemistry under College of Arts and Sciences.)				
Permanent Improvement:				
Additional Equipment	....	1,000	1,000	2,000
Totals	$ 3,000	$ 4,100	$ 4,100	$ 8,200

	Amt. Available July 1, 1924 to June 30, 1925.	Amt. Required July 1, 1925 to June 30, 1926.	Amt. Required July 1, 1926 to June 30, 1927.	Total for the Biennium.
6. Drawing and Mechanic Arts.				
Salaries:				
(1) Associate Professor of Drawing and Mechanic Arts....	3,000	3,000	3,000	6,000
(2) Instructor in Drawing........	1,800	1,800	1,800	3,600
(3) Instructor in Mechanic Arts*	1,200	1,200	1,200	2,400
(4) Mechanician	....	1,800	1,800	3,600
(5) Student Assistance	250	250	250	500
Current Expense:				
Supplies and upkeep of shops**	800	800	800	1,600
Permanent Improvement:				
Equipment of Wood Shop, Forge Shop and Foundry..........	5,500	7,000	7,000	14,000
Totals	$12,550	$15,850	$15,850	$ 31,700

Summary of the Budget of the College of Engineering as Recommended in this Report

Salaries	36,850	41,150	44,750	85,900
Current Expense	2,600	2,700	2,700	5,400
Permanent Improvements Exclusive of Building....................	8,250	20,750	20,750	41,500
Building	....	62,500	62,500	125,000
Totals	$47,700	$127,100	$130,7000	$257,800

*Giving part time to Agricultural Students and receiving part pay out of College of Agriculture Budget.

**Including Supplies for students in Agriculture.

Less Morrill and Nelson Funds Apportioned to this College........	$18,000
Seminary Interest Funds..	4,303
	$22,303
Balance State Appropriation needed..	$235,497

BUDGET AS REQUIRED FOR THE COLLEGE OF LAW

For the Biennium Beginning July, 1, 1925, and Ending June 30, 1927

	Amt. Available July 1, 1924 to June 30, 1925	Amt. Required July 1, 1925 to June 30, 1926.	Amt. Required July 1, 1926 to June 30, 1927.	Total for the Biennium.
I. Salaries				
Dean	$ 200	$ 400	$ 400	$ 800
Five Professors	17,400	19,200	19,200	38,400
Secretary and Librarian	1,500	1,800	1,800	3,600
II. Current Expense				
Office supplies	200	250	250	500
Traveling expenses and fee, A.A.L.S.	....	175	175	350
III. Permanent Improvements				
Office fixtures and repairs	250	175	175	350
Law library (books and book stacks)	1,500	2,000	2,000	4,000
TOTAL	$21,050	$24,000	$24,000	$48,000
Less amount estimated received from fees in Incidental Fund				$ 5,000
Balance needed state appropriation				$43,000

BUDGET FOR TEACHERS COLLEGE

As Required for the Biennium Beginning July 1, 1925, and Ending June 30, 1927

	Amt. Available July 1, 1924 to June 30, 1925.	Amt. Required July 1, 1925 to June 30, 1926.	Amt. Required July 1, 1926 to June 30, 1927.	Total for the Biennium.
I. General.				
1. Salaries:				
(1) Dean	400	400	400	**800**
(2) Secretary to the Dean	1,320	1,400	1,400	**2,800**
2. Current Expenses:				
(1) Office Supplies	900	900	900	**1,800**
(2) Traveling expenses	300	300	300	**600**
II. History, Theory and Arts in Education.				
1. Prof. of Education	3,400	3,400	3,400	**6,800**
2. Prof. of Education	3,400	3,400	3,400	**6,800**
III. Elementary Education.				
Salary:				
1. Prof. of Elementary Education and Director of Training of Disabled Veterans	3,400 (Paid by Fed. Gov.)	3,400 (Paid by Fed. Gov.)	3,400 (Paid by Fed. Gov.)	**6,800** **(Paid by Fed. Gov.)**
IV. Secondary Education.				
Salary:				
1. Prof. of Secondary Education	3,500 (Paid by Ed. Bd.)	3,500 (10 mos. service)	3,500 (10 mos. service)	**7,000**
2. Travel Expenses: Printing of Bulletins, Syllabi, and Emergency Office Help	1,000	1,000	1,000	**2,000**
V. Agricultural Education.				
Salaries:				
1. Prof. of Agricultural Education	3,000 (Paid by StateBd. Voc.Ed)	3,400 (Paid by StateBd. Voc.Ed.)	3,400 (Paid by StateBd. Voc.Ed.)	**6,800** **(Paid by StateBd. Voc.Ed.)**
2. Prof. of Trades and Industries	3,400 (Paid by StateBd. Voc.Ed)	3,400 (Paid by StateBd. Voc.Ed.)	3,400 (Paid by StateBd. Voc.Ed.)	**6,800** **(Paid by StateBd. Voc.Ed.)**
VI. Normal School.				
Salaries:				
(1) Asst. Prof. in Languages	2,500	2,700	2,800	**5,500**
(2) Student Assistants	400	400	400	**800**
Current Expenses:				
Lab. Equipment	300	300	300	**600**

	Amt. Available July 1, 1924 to June 30, 1925	Amt. Required July 1, 1925 to June 30, 1926.	Amt. Required July 1, 1926 to June 30, 1927.	Total for the Biennium.
VII. For Construction of Additional Classrooms	....	2,500	....	2,500
VIII. Summer School.				
1. Salaries:				
(1) Prof. of English and Technique of Writing	........*	600	900	1,500
(2) Prof. of English Literature	350	600	900	1,500
(3) Prof. of College Math	350	600	900	1,500
(4) Prof. of Latin and Greek	........*	600	900	1,500
(5) Prof. of Spanish	350	600	900	1,500
(6) Prof. of French	350	600	900	1,500
(7) Prof. of College History and Political Science	350	600	900	1,500
(8) Prof. of Sociology and Economics	350	600	900	1,500
(9) Prof. of Applied Sociology, Community Organization and Citizenship	....	600	900	1,500
(10) Prof. of Chemistry	350	600	900	1,500
(11) Prof. of Chemistry	....	600	900	1,500
(12) Prof. of Biology	........*	600	900	1,500
(13) Prof. of Biology	........*	600	900	1,500
(14) Prof. of College Physics	350	600	900	1,500
(15) Prof. of Physical Education	350	600	900	1,500
(16) Prof. of Athletic Coaching	........**	600	900	1,500
(17) Prof. of Bible and Religious Education	350	600	900	1,500
(18) Prof. of Philosophy and Psychology	350	600	900	1,500
(19) Prof. of Smith-Hughes Vocational Education	350 (Paid by State Bd. Voc. Ed.)	600	900	1,500
(20) Asst. Prof. of Educational Psychology	....	400	600	1,000
(21) Prof. of Educational Administration	350	600	900	1,500
(22) Prof. of Rural School Management	....	600	900	1,500
(23) Prof. of High School Management	350	600	900	1,500
(24) Prof. of History and Philosophy of Education	350	600	900	1,500
(25) Prof. of Elementary Education	350	600	900	1,500
(26) Prof. of Theory and Practice of Teaching	........*	600	900	1,500

	Amt. Available July 1, 1924 to June 30, 1925	Amt. Required July 1, 1925 to June 30, 1926.	Amt. Required July 1, 1926 to June 30, 1927.	Total for the Biennium.
(27) Teacher in Demonstration School	........**	400	600	1,000
(28) Teacher in Demonstration School	........**	400	600	1,000
(29) Instructor in Public School Music	250	400	600	1,000
(30) Instructor in Drawing and Industrial Arts	250	400	600	1,000
(31) Prof. of Hygiene and Director Infirmary	350	600	900	1,500
(32) Director Employment Bureau	........**	400	600	1,000
(33) Director Social and Religious Life	........**	350	500	850
(34) Asst. Librarian	200	300	450	750
2. Current Expenses.				
(1) Special Lecturers	....	750	1,000	1,750
(2) Janitors	........**	300	450	750
(3) Publication of Summer School Bulletin, Office Help, Supplies, Printing, etc.	....	800	1,200	2,000
(4) Books for Library	........**	300	450	750
Total for Summer School	6,650	20,800	31,050	51,850
TOTAL	$33,870	$51,200	$59,050	$110,250
Deduct from other funds	13,650	10,200	10,200	20,400
TOTAL APPROPRIATION	$20,220	$41,000	$48,850	$89,850

NOTE: *Paid out of funds from State Department of Education.
**Paid out of student registration fees.

DETAIL BUDGET OF EXPERIMENT STATION

	Amt. Available July 1, 1924 to June 30, 1925	Amt. Required July 1, 1925 to June 30, 1926.	Amt. Required July 1, 1926 to June 30, 1927.	Total for the Biennium.
1. General Expenses.				
Salaries:				
Director	$2,200	$ 2,200	$ 2,200	$ 4,400
Secretary	700	800	800	1,600
Auditor	200	200	200	400
Asst. to Auditor	300	300	300	600
Editor	300	600	600	1,200
Asst. to Editor	....	1,800	2,000	3,800
Steno. Director's office	1,300	1,400	1,400	2,800
Steno. Director's	1,200	1,300	1,300	2,600
Bulletin Clerk and Telephone Operator	780	840	840	1,680
Filing Clerk	....	1,200	1,200	2,400
Photographer and Illustrator	....	2,000	2,000	4,000
Mechanic and Carpenter	....	1,800	1,800	3,600
Janitor	720	720	720	1,440
Current Expenses:				
Travel, Director	400	600	600	1,200
Travel, Emergencies	....	400	400	800
Printing and Re-printing Bulletins and Reports	3,000	7,000	6,000	13,000
Office Furniture and Files	150	600	600	1,200
Office Supplies, Stamps and Stationery	900	1,000	1,100	2,100
Photo and Drawing Supplies, Charts, etc.	100	350	350	700
Janitor's Supplies	....	125	125	250
Night Watchman and Extra Labor	150	200	200	400
Auditor's Office Expenses	100	150	150	300
Fuel	185	300	300	600
Clock and Mail Service	100	100	100	200
Telephone and Telegrams	600	700	700	1,400
Freight, Express, Drayage	1,000	1,200	1,200	2,400
Ice, Electric Current, Gas, Laundry	1,100	1,200	1,200	2,400
Repairs to Building	350	500	500	1,000
Permanent Improvements:				
Additional land, 320 acres at $75.00	....	24,000	....	24,000
Replastering Building	....	1,600	....	1,600
Repainting Building	....	....	1,500	1,500
Three Drinking Fountains	....	180	....	180
II. Mailing Department.				
Bulletin Envelopes	....	200	200	400
Multigraph Paper	....	300	200	500
Multigraph and Addressograph Supplies	....	100	100	200
Labor mailing out Bulletins, etc.	....	100	100	200

	Amt. Available July 1, 1924 to June 30, 1925	Amt. Required July 1, 1925 to June 30, 1926.	Amt. Required July 1, 1926 to June 30, 1927.	Total for the Biennium.
III. Horticulture.				
Salaries:				
Horticulturist (Head of department)	....	3,600	3,740	7,340
Pecan Culturist	3,000	3,200	3,400	6,600
Asst Horticulturist, Test Grounds	2,400	2,400	2,600	5,000
Student Assistant, Test Grounds	750	750	750	1,500
Watchman, Test Grounds	840	840	840	1,680
Asst. Horticulturist, Truck Crops	....	2,500	2,700	5,200
Asst. Horticulturist, Ornamentals, Bulb-Growing and New Plant Industries	....	2,500	2,700	5,200
Stenographer, General Horticulture	....	1,200	1,200	2,400
Stenographer Pecan Investigations	*600	1,200	1,200	2,400
Student Asst. (Pecan Diseases)	750	(See Pl. Path. Budget)	....	....
Student Assistant, Pecan Insects	750	(See Ent. Budget)	....	....
Current Expenses:				
A. Test Grounds.				
Travel, Asst. Hort.	200	250	250	500
Files and Supplies	25	200	200	400
Labor	1,925	2,500	2,500	5,000
Feeds and Fertilizers	575	1,000	1,000	2,000
Repairs, Present Buildings and Fences	200	250	250	500
Miscellaneous Repairs and Upkeep	300	350	350	700
Fuel, Greenhouse	40	100	100	200
Electric Current, Greenhouse and Equipment	....	50	50	100
Books and Publications	25	150	150	300
Plants and Seeds	50	200	200	400
B. Pecan and Nut Culture.				
Travel, Pecan Culturist	1,500	1,500	1,500	3,000
Books and Subscriptions	400	200	200	400
Office and Laboratory Supplies	200	375	375	750
Variety Orchard and Nursery	400	400	400	800
Fertilizers	400	600	600	1,200
Spray Materials	150	300	300	600
Nut Collection	25	25	25	50
Sundry and Miscellaneous Expenses	299.32	400	400	800

One Half Time (*)

	Amt. Available July 1, 1924 to June 30, 1925	Amt. Required July 1, 1925 to June 30, 1926.	Amt. Required July 1, 1926 to June 30, 1927.	Total for the Biennium.
C. General Horticulture. Truck Crops, Ornamentals, Bulb-Growing, Bananas, Avocados, etc.				
Travel, Horticulturist	....	750	750	1,500
Travel, Asst. Hort. Truck	....	700	700	1,400
Travel Asst. Hort. Bulbs, Subtropical fruits, etc.	....	700	700	1,400
Typewriters, Files, Furniture, Office Supplies	....	750	250	1,000
Microscope, Microtome, and Laboratory Equipment	....	400	150	550
Seeds and Plants	....	350	250	600
Books and Publications	....	200	200	400
Sundry and Miscellaneous	....	250	250	500
Permanent Improvements:				
Greenhouse	....	5,000	....	5,000
Slat Shed, Frames and Trellises	....	300	700	1,000
IV. Chemistry.				
Salaries:				
Chemist	3,300	3,740	3,740	7,480
Associate Chemist	....	3,000	3,000	6,000
Asst. Chemist	2,400	2,600	2,600	5,200
Asst. Chemist	2,400	(See An. Ind.)	....	....
Laboratory Assistant	....	1,800	2,000	3,800
Field Assistant	....	1,800	2,000	3,800
Field Assistant	....	....	1,800	1,800
Student Assistant	....	750	750	1,500
Stenographer	(Part time)	1,200	1,200	2,400
Current Expenses:				
Soil Investigations, Lab. Equipment and Chemicals.				
Books, Technical	475	750	750	1,500
Magazines and Binding	150	175	175	350
Fertilizers	150	500	500	1,000
Traveling Expenses	200	300	300	600
Labor	175	600	600	1,200
Miscellaneous	75	100	100	200
Animal Nutrition Investigations:				
Equipment and Chemicals	....	100	100	200
Fertilizer Experiments:				
Fertilizer	650	2,800	3,800	6,600
Labor	350	550	800	1,350
Traveling Expenses	800	1,450	2,050	3,500
Chemicals and Equipment	300	350	350	700
Miscellaneous	110	125	125	250
Permanent Improvements:				
Changes in Large Laboratory	....	500	....	500

	Amt. Available July 1, 1924 to June 30, 1925	Amt. Required July 1, 1925 to June 30, 1926.	Amt. Required July 1, 1926 to June 30, 1927.	Total for the Biennium.
Fitting up New Laboratory..	....	1,000	....	1,000
Fitting up Grinding Room..........	....	500	....	500
Upkeep and Repairs	50	100	100	200
Changes and addition to Greenhouse	....	....	500	500
V. Grass and Forage Crop Investigations.				
Salaries:				
Grass and Forage Crop Specialist (Head of Department)..	3,000	3,400	3,600	7,000
Assistant	....	2,400	2,400	4,800
Asst. Farm Foreman and Plot Man	....	1,500	1,500	3,000
Current Expenses:				
Labor, Common	1,500	2,500	2,500	5,000
Labor, Student	....	500	500	1,000
Travel	300	1,000	1,000	2,000
Fertilizer	150	350	350	700
Seeds and Plants	100	250	250	500
New Machinery	100	400	400	800
Repairs and Fencing	100	250	250	500
Books, Journals and Office Supplies	50	150	150	300
Feed for Mules	....	300	300	600
Laboratory Equipment and Supplies	....	300	300	600
Permanent Improvements:				
Greenhouse Addition and Equipment	....	800	800	1,600
Team of Mules	....	500	....	500
Clearing and Fencing Land......	1,000	200	300	500
VI. Plant Breeding.				
Salaries:				
Plant Breeder	....	3,400	3,600	7,000
Current Expenses:				
Travel	....	600	600	1,200
Office Supplies and Equipment	....	250	100	350
Labor	....	200	200	400
Miscellaneous Expense	....	300	300	600
VII. Cotton Investigations.				
Salaries:				
Cotton Specialist	....	2,800	3,000	5,800
Current Expenses:				
Travel	....	800	800	1,600
Labor	....	400	400	800
Office Supplies and Equipment	....	250	100	350
Seeds	....	40	50	90

	Amt. Available July 1, 1924 to June 30, 1925	Amt. Required July 1, 1925 to June 30, 1926.	Amt. Required July 1, 1926 to June 30, 1927.	Total for the Biennium.
Cooperative Experiments on Farms	....	200	200	400
Miscellaneous	....	50	75	125
VIII. Animal Industry.				
Salaries:				
Animal Industrialist	3,600	3,740	3,740	7,480
Asst. Chemist, Soft Pork and Dairy Investigations	2,400	2,600	2,600	5,200
Asst. in Animal Husbandry	....	3,000	3,000	6,000
Dairy Foreman	1,300	1,400	1,400	2,800
*Farm Foreman	1,000	2,200	2,200	4,400
Stenographer (Part time)	....	1,000	1,000	2,000
Current Expenses:				
Labor, all purposes	2,400	3,520	3,520	7,040
Feeds, Dairy, Swine and Mules	725	3,750	3,750	7,500
Fertilizers	250	350	350	700
Office and Laboratory Supplies	200	450	450	900
Dairy Supplies	....	250	250	500
Electric Current, Dairy Barn	100	100	100	200
Veterinary Services and Supplies	....	200	200	400
Travel	75	500	500	1,000
Equipment, Swine Investigations	150	100	100	200
Repairs and Upkeep, Farm Buildings	1,070	1,800	1,800	3,600
Repairs to Fences	....	600	600	1,200
Grass Seed	....	50	50	100
Permanent Improvements:				
New Machinery	....	100	150	250
Hog Sheds	....	250	....	250
Purchase of Dairy Cattle	....	600	600	1,200
Purchase of Hogs and Beef Cattle	....	200	300	500
IX. Livestock Disease.				
Salaries:				
**Veterinarian	....	....	....	....
Asst. Veterinarian	....	2,500	2,600	5,100
Current Expenses:				
Feed for Research Animals	....	150	150	300
Travel (2 men)	....	1,000	1,000	2,000
Chemicals and Instruments	....	200	300	500
Laboratory Equipment	....	500	400	900
Permanent Improvements:				
Isolation Pens	....	500	200	700
X. Forestry Investigations.				
Salaries:				
Forester	....	3,300	3,400	6,700

*One-half time.

**Provided for in Agricultural College Budget.

	Amt. Available July 1, 1924 to June 30, 1925	Amt. Required July 1, 1925 to June 30, 1926.	Amt. Required July 1, 1926 to June 30, 1927.	Total for the Biennium.
Current Expenses:				
Office Equipment and Supplies	....	250	150	400
Travel	....	800	800	1,600
Books and Publications	....	100	150	250
Co-operative Experiments with Forest Owners	....	400	700	1,100
XI. General Agriculture.				
Salaries:				
Agriculturist	3,000	3,200	3,400	6,600
Current Expenses:				
Travel	400	600	600	1,200
Office Supplies and Equipment	....	100	100	200
Co-operative Experiments	....	200	300	500
XII. Entomology.				
Salaries:				
Entomologist (Head of department)	3,200	3,740	3,740	7,480
Asst. Entomologist	2,000	2,200	2,400	4,600
Asst. Pecan and other Nut Investigations (Student asst.)	750	2,000	2,000	4,000
Asst. Truck Crop Insects	....	2,000	2,000	4,000
Laboratory Asst. ½ time	....	750	750	1,500
Laboratory Asst. ½ time	....	750	750	1,500
Current Expenses:				
General:				
Clerical Help, Office	200	300	300	600
Books and Subscriptions	200	300	300	600
Entomological Supplies	300	1,000	1,000	2,000
Labor	100	500	500	1,000
Citrus and Sub-tropical Fruit Insect Investigations:				
New Citrus Aphis Control	....	1,000	1,000	2,000
Rust-Mite Control	100	200	200	400
Introduction Beneficial Insects	50	100	100	200
Thrips	200	200	200	400
Truck Insect Investigations:				
Root-Knot Nematode Exp.	1,250	1,500	1,500	3,000
Celery Insects	150	500	500	1,000
Bean Jassid	440	300	300	600
Other Truck Insects	....	500	500	1,000
Deciduous Fruit and Nut Investigations::				
Peach and Persimmon Borers and Curculio	....	300	300	600
Pecan Insects	....	600	600	1,200
Farm Crop Insects:				
Velvet Bean, Corn and Sugar Cane Insects	115	500	500	1,000

	Amt. Available July 1, 1924 to June 30, 1925	Amt. Required July 1, 1925 to June 30, 1926.	Amt. Required July 1, 1926 to June 30, 1927.	Total for the Biennium.
Grass and Other Forage Crop Insects	....	100	100	200
Permanent Improvements:				
Outside Insectary (Main Station)	....	....	1,000	1,000
Office Furniture	....	350	400	750
Equipment, Pecan-Insect Laboratory	....	350	400	750
Equipment, Truck-Insect Laboratory	....	350	400	750
XIII. Plant Pathology.				
Salaries:				
Plant Pathologist (Head of department)	3,600	3,740	3,740	7,480
Assoc. Plant Pathologist, Field and Truck Crop Diseases	3,000	3,400	3,400	6,800
Asst. Plant Pathologist, Citrus Wilt Investigation (Main Station $2,000, donated funds $1,000)	3,000	3,200	3,200	6,400
Asst. Plant Pathologist Potato Disease Investigation	2,800	3,000	3,200	6,200
Asst. Plant Pathologist Gummosis investigations (Student Asst.)	750	2,800	2,800	5,600
Asst. Plant Pathologist Tomato Diseases	....	2,800	2,800	5,600
Asst. Plant Pathologist Pecan Diseases (Student Asst.)	750	1,800	2,000	3,800
Asst. Plant Pathologist Subtropical Fruit Diseases	....	2,800	2,800	5,600
Asst. Plant Pathologist, Decay of Fruits and Vegetables in Transit	600	3,000	3,000	6,000
	(Student Asst. Cit. Sta. Funds)			
Stenographer	1,200	1,200	1,200	2,400
Stenographer	....	1,100	1,200	2,300
Current Expenses:				
Citrus Diseases.				
Travel	880	1,500	1,500	3,000
Field Experiments	2,215	2,500	2,500	5,000
Laboratory and Office Supplies	1,675	2,000	2,000	4,000
Field and Truck Crop Diseases:				
Travel	975	1,200	1,200	2,400
Co-operative Field Experiments and Hastings Laboratory Expenses	2,405	2,500	2,500	5,000
Fruit and Nut Diseases:				
Travel	....	900	900	1,800
Co-operative Field	....	1,000	1,000	2,000
Laboratory and Office Supplies	....	2,000	2,000	4,000

	Amt. Available July 1, 1924 to June 30, 1925	Amt. Required July 1, 1925 to June 30, 1926.	Amt. Required July 1, 1926 to June 30, 1927.	Total for the Biennium.
Decay-in-Transit Investigations	....	600	600	1,200
Laboratory and Office Equipment and Supplies	100	2,400	2,400	4,800
Permanent Improvements:				
Greenhouse for Plant Disease Work	....	5,000	....	5,000
XIV. Library.				
Salaries:				
Librarian	2,000	2,000	2,000	4,000
Current Expense:				
Clerical Assistance ($1,700 in budget for all library expense except salary	1,700	400	400	800
Binding, Purchases and Subscriptions	....	600	600	1,200
Index Cards and Supplies	....	150	150	300
Permanent Improvements:				
Book Stacks, Files and Furniture	....	500	700	1,200
XV. Publications.				
(See "No. I—General").				
XVI Citrus Experiment Station.				
Salaries:				
Superintendent	2,400	2,400	2,400	4,800
Asst. Horticulturist	....	2,000	2,000	4,000
Current Expenses:				
Books and Library Supplies	50	100	100	200
Repairs and Upkeep, Buildings Grounds	150	250	300	550
Wagons, Sprayers, Tools, etc.	650	1,000	600	1,600
Spraying Materials	150	300	400	700
Feed and Veterinary Service	300	450	450	900
Seeds and Plants	100	200	200	400
Fertilizer	500	800	1,000	1,800
Travel	150	600	600	1,200
Labor	1,200	1,800	2,200	4,000
Freight, Postage, Stationery, etc	150	200	250	450
Waterworks Expense	50	150	150	300
New Fencing, Roadways, etc.	250	150	200	350
New Experimental Plantings	3,400	1,000	800	1,800
Sundry and Emergencies	250	500	500	1,000
Permanent Improvements:				
Roof on Superintendent's Residence*	....	400	....	400
One Mule	250	....	....	....
Laboratory Building	....	12,000	....	12,000
Purchase of Additional Land	....	....	12,000	12,000

(*) When residence was constructed in 1921 the roof was temporarily covered with roll roofing, owing to shortage of funds.

	Amt. Available July 1, 1924 to June 30, 1925	Amt. Required July 1, 1925 to June 30, 1926.	Amt. Required July 1, 1926 to June 30, 1927.	Total for the Biennium.
XVII. Tobacco Experiment Station.				
Salaries:				
Assoc. Plant Pathologist	3,000	3,400	3,400	6,800
Laboratory Assistant	1,500	1,700	1,800	3,500
Foreman	1,500	1,600	1,600	3,200
Field Assistant	....	1,800	1,800	3,600
Soils Specialist	....	3,200	3,400	6,600
Current Expenses:				
Labor	900	1,700	1,600	3,300
Co-operative Field Experiments	200	300	300	600
Repairs, Building and Grounds	50	200	200	400
Upkeep of Grounds	150	200	200	400
Feed and Veterinary Service	140	200	200	400
Fertilizers	250	800	800	1,600
Traveling Expenses	400	600	600	1,200
Waterworks, Electric Current	....	250	250	500
Office Expense, Postage and Teleg.	600	150	150	300
Fuel, Tools and Field Equipment	....	300	300	600
Subscriptions, Tech-Journals	....	25	25	50
Laboratory Apparatus and Supplies	400	500	500	1,000
Contingent and Reserve	300	500	500	1,000
Well Equipment and Irrigation	235	....	....	....
Permanent Improvements:				
Heating Plant Greenhouse	375	....	....	....
Waterproof Wall in Basement of Laboratory Building	....	1,000	....	1,000
Packing House with Heating Plant and Equipment	....	4,500	....	4,500
Mule Barn and Tool Shed	....	....	400	400
Four Acres of Additional Tobacco Shade	....	....	2,000	2,000
Furniture and Equipment for Laboratory Building	....	200	200	400
Library	....	200	200	400
Roadway and Improvement of Grounds	....	150	150	300
Purchase of Additional Land	....	5,000	....	5,000

XVIII. Everglades Experiment Station.				
For salaries, improvements and maintenance as may be directed by State Board of Education and Board of Control	$26,029.06*	$50,000	$ 50,000	$100,000
XIX. Reserve, All Four Experiment Stations.				
(Per Budget Main Sta., $7,690 Citrus Sta., $ 250 Tobacco Sta., $ 300 Everglades Sta., ...)				
Total,	$ 8,240	$ 8,000	$ 8,000	$ 16,000
	$157,168.38	$367,200	$329,445	$696,645
Less items paid by outside sources and items "repeated" in above	$ 17,211.56			
Resources, all Stations 1924-25	$139,956.82**			
Less Federal Funds (Adams Fund, $15,000 and Hatch Fund $15,000) and Sales (estimated at $6,000)		$ 36,000	$ 36,000	$ 72,000
Appropriation required from State sources		$331,200	$293,445	$624,645

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*Made up as follows: Balance in General Revenue Appropriation, June 30, 1923, $19,965.51; General Revenue Appropriation for years 1923-24 and 1924-25, $10,000, by transfer to Board of Control from Drainage Board Funds, June 26, 1924, $8,690.26: Less expenditures during fiscal year ending June 30, 1924, $12,626.71. However, it will be noted that the latter sum ($12,626.71) was expended between December 10, 1923 and June 30, 1924, a period of only 6 2-3 months.

**Consisting of: State appropriations, $101,029.06 (Main Station $55,000; Citrus Station, $10,000; Tobacco Station, $10,000 and Everglades Station, $26,029.06). Federal Funds, $30,000 (Adams Fund, $15,000; Hatch Fund, $15,000), and Sales, $8,927.76.

Recapitulation of Biennial Budget Experiment Station

	Salaries			Current Expenses			Permanent Improvements		
	Amt. Required 1925-26	Amt. Required 1926-27	Total for Biennium	Amt. Required 1925-26	Amt. Required 1926-27	Total for Biennium	Amt. Required 1925-26	Amt. Required 1926-27	Total for Biennium
Experiment Stations									
I. General	$ 15,160	$ 15,360	$ 30,520	$ 14,425	$ 13,525	$ 27,950	$ 25,780	$ 1,500	$ 27,280
II. Mailing Department	....	....	....	700	600	1,300	....	....	....
III. Horticulture	18,190	19,130	37,320	8,850	8,850	17,700	9,400	3,950	13,350
IV. Chemistry	14,890	17,090	31,980	7,800	9,650	17,450	2,100	600	2,700
V. Grass and Forage Crops	7,300	7,500	14,800	6,000	6,000	12,000	1,500	1,100	2,600
VI. Plant Breeding	3,400	3,600	7,000	1,350	1,200	2,550	....	....	....
VII. Cotton Investigations	2,800	3,000	5,800	1,740	1,625	3,365	....	....	....
VIII. Animal Industry	13,940	13,940	27,880	11,670	11,670	23,340	1,150	1,050	2,200
IX. Livestock Diseases	2,500	2,600	5,100	2,350	2,050	4,400	....	....	....
X. Forestry	3,300	3,400	6,700	1,550	1,800	3,350	....	....	....
XI. General Agriculture	3,200	3,400	6,600	900	1,000	1,900	....	....	....
XII. Entomology	11,440	11,640	23,080	7,900	7,900	15,800	1,050	2,200	3,250
XIII. Plant Pathology	28,840	29,340	58,180	16,600	16,600	33,200	5,000	....	5,000
XIV. Library	2,000	2,000	4,000	1,150	1,150	2,300	500	700	1,200
XVI. Citrus Experiment Station	4,400	4,400	8,800	7,500	7,750	15,250	12,400	12,000	24,400
XVII. Tobacco Experiment Station	11,700	12,000	23,700	5,725	5,625	11,350	11,050	2,950	14,000
XVIII. Everglades Experiment Station Salaries, Current Expenses and Improvements	....	....	....	All Exp. 50,000	All Exp. 50,000	All Exp. 100,000			
XIX. Reserve	....	....	....	8,000	8,000	16,000	....	....	....
	$143,060	$148,400	$291,460	$154,210	$154,995	$309,205	$ 69,930	$ 26,050	$ 95,980

*Grand Total $696,645

*$64,600 of this amount for buildings and land.

Detail Budget of Agricultural Extension Division
(County and Home Demonstration Work)

	Amt. Available July 1, 1924 to June 30, 1925.	Amt. Required July 1, 1925, to June 30, 1926.	Amt. Required July 1, 1926 to June 30, 1927.	Total for the Biennium.
State offset for Federal Smith-Lever	$48,872.25	$48,872.25	$48,872.25	$ 97,744.50
To extend Agricultural Extension Work into greater number of Counties	....	22,000.00	22,000.00	44,000.00
To extend Agricultural Extension Work among negroes into greater number of Counties	....	2,000.00	2,000.00	4,000.00
Fairs and Exhibits	2,000	....	....	....
To conduct Farmers' Week, Citrus Seminar and Livestock Roundup	1,500.00	2,500.00	2,500.00	5,000.00
TOTAL	$52,372.25	$75,372.25	$75,372.25	$150,744.50

Recapitulation of Biennial Budget for College of Agriculture, Experiment Stations and Agricultural Extension Division

	Salaries	Current Expenses	Permanent Improvements	Totals	State Appropriation Required
Agricultural College (Instructional)	$ 97,400	$ 37,650	$284,950	$420,000	
Deductions	....	....	....	42,028	....
					377,972
Four Exp'ment Stations (Research)	291,460	309,205	95,980	696,645	
Deductions	....	....	....	72,000	....
					624,645
Agricultural Extension (County and Home Demonstration Work)	....	150,744.50	....	150,744.50	150,744.50
	$388,860	$497,599.50	$380,930		$1,153,361.50

BUDGET FOR GENERAL EXTENSION DIVISION

(Includes items as urged by public. See Recommendations at conclusion for Director's opinion on possible reductions.)

Extension Teaching Department

	1924-25	1925-26	1926-27	Total 2 years
Director. (In charge of Extension Teaching, etc.)	$ 3,800	$ 3,800	$ 3,800	$ 7,600
I. Correspondence Study Bureau.				
A. Sub-Collegiate Courses.				
(a) Instructor, High School Courses	1,800	1,800	1,800	3,600
(b) Instructor, Teachers' Review Courses. (This instructor has been in the work four years at Florida, and will not continue without an increase)	1,320	1,500	1,500	3,000
(c) Instructor and Ass't	1,200	1,200	1,200	2,400
(d) Acting Correspondence Study Secretary. (Must add this increase to retain services. Has been offered more in Public Schools.)	2,100	2,500	2,500	5,000
(e) Assistant	1,200	1,500	1,500	3,000
(f) Stenographer	1,080	1,080	1,080	2,160
(g) Clerk, Correspondence-Study Bureau	900	960	960	1,920
(h) Auditor's Office, for listing vouchers	60	60	60	120
NOTE: Florida men are given employment as far as they can be trained for work. Three regular employees on our small list are U. of F. men.				
(i) Instructor, Civil Service and High School Courses	....	1,500	1,500	3,000
(j) Instructor, Teachers' Review, High School Courses, etc	....	1,200	1,200	2,400
(k) Instructor, Commercial Courses, High School Courses, etc	....	1,200	1,200	2,400
(l) Registrar, and Supervisor of Non-credit Home-reading courses	....	1,500	1,500	3,000
(Instructors in (i); (j); (k); and (l) are absolutely necessary unless we refuse to enroll students.)				
B. College Credit Courses (handled on a fee basis, because it is the only economical way to do it.)				
(a) Fees paid for grading College Correspondence Courses. An increase necessary to care for increased number of students asking for work	2,000	3,500	3,500	7,000
(b) For Teachers' Extension of Certificate, courses turned over by State Department of Education. 300 students costing the Division $6.00 each	....	1,800	1,800	3,600

Appropriation for items listed above may be transferred from one to another as need may arise.

	1924-25	1925-26	1926-27	Total 2 years
II. Class and Group Study and Lecture Bureau.				
(a) Instructors for class work among teachers in county seat towns. Instructors paid on fee basis, average $30.00 each	....	1,500	1,500	3,000
(b) Special classes, and Americanization work. Paid on fee basis	....	1,000	1,000	2,000
III. Extension Centers.*				
To develop extension work in all its phases at six important centers of the State in order to reach greater numbers of people with various kinds of instruction and service. Money for organization work and instructor's fees needed. This work should be started in at least three cities showing greatest desire to cooperate during next biennium	....	*3,000	*3,000	*6,000
IV. Institutes and Short Course Bureau.				
Some work done in following lines off and on during past year should be continued. Money has come out of funds for Correspondence Study, etc. Cannot possibly continue to do that.				
(Section 1)				
(a) Teachers' Institutes—At least one teachers' institute should be held in each county during the biennium, at average of $50.00 each, approximately	....	1,500	1,500	3,000
(b) Road Builders' Conference; should be continued, funds necessary	....	375	375	750
(c) Short Course for Electric Metermen. Should be continued, funds necessary	....	....	400	400
(d) Short Course for Social Workers, should be continued, funds necessary	....	175	175	350
(e) Refrigeration—(Plans now going forward in anticipation of funds.)	....	250	250	500
(f) Citizenship Schools, requested by women of State	....	1,250	1,250	2,500
(Section 2)				
Funds for following Short Courses requested to be put on and to be agreed upon from following list:				
(a) Scout Leaders				
(b) Rural Pastors, and Sunday School Teachers.				

(Appropriations for items listed above may be transferred from one to another as need may arise)

	1924-25	1925-26	1926-27	Total 2 years
(c) Retail Merchants; Gas Men; In telephone practice; Community Leaders and other short courses or Community Institutes to be agreed upon	....	3,750	3,750	7,500
V. Radio.				
(a) For Equipment, $5,000. (b) Operation and Maintenance $2,500	....	*7,500	*2,500	*10,000

This item is put in only to satisfy citizens asking for this service. If the State is to establish a Radio broadcasting service, it will be of great importance to agriculture, but its educational value would indicate that as in other states it should be at the University for General Extension work. I hope if this comes up the Board of Control will ask for it.

*$15,000 is needed for equipment; however, $10,000 should be provided by cities and other cooperating agencies, making $20,000 for an All-Florida station.

Department of Public Information and Service

	1924-25	1925-26	1926-27	Total 2 years
Secretary, Department of Public Information and Service	1,800	2,000	2,000	4,000
(a) Stenographer, Department of Public Information and Service	1,200	1,200	1,200	2,400
(b) For student help (operating mimeograph, addressing envelopes, filing, shipping, etc.) From five to ten boys are employed in the course of a year by the Extension Division. Boys are used whenever possible and many have earned way through school in this way.	1,500	2,160	2,160	4,320

I. Public Information and Library Service Bureau.

State Library Service:

State should avoid duplication and needs trained librarian to help schools and small town libraries. (To be asked for by Library Association, in bill to create Library Commission, but should be placed in Gen. Exten. Div.) Could do much more by working through

(Appropriation for items listed above may be transferred from one to another as need may arise)

	1924-25	1925-26	1926-27	Total 2 years
the General Extension Division where much of the work is already started. This is urged for this librarian is also badly needed in the office. For Librarian—Salary $1,500; equipment and travel, $1,000	....	*2,500	*2,500	*5,000
II. Publications Bureau.				
(1) Technical (2) Informational, bulletins are in great demand and above everything the Division needs money for this kind of printing. See incidentals for item covering printing describing work of the Division	....	2,500	2,500	5,000 (urged)
Plate Matter	....	*2,500	*2,500	*5,000
Publications of University Editor..	....	*2,500	*2,500	*5,000
III. Visual Instruction Bureau.				
Visual Instruction Exchange: This will enable the Division to act as a clearing house for commerical clubs in cities and towns and get Florida films through Northern universities, before large numbers of prospective settlers. No other agency can do this. (Also see contingencies, etc.	....	250	250	500
State Fair Exhibit: No funds asked by Director.				
IV. Public School and Community Center Bureau.				
High School Debating League: This has been urged upon the Division by the school men of the State and in anticipation of funds the Division is at work. Funds are very necessary; only the smallest amount possible to begin work is asked	....	500	500	1,000
Parent-Teachers' Association: Funds for copoeration with the Parent-Teachers' Association is needed badly. Work should be started on a small scale at least....	....	*500	*500	*1,000
Organization				
Field Organization ($6,000 provided in original bill by legislature): Salaries, travel and office expenses..	....	*4,000	*4,000	*8,000

*Appropriation for items listed above may be transferred from one to another as need may arise.

Contingencies, Equipment, Office Expense, Traveling Expense, Etc., To Carry on Present Activities

	1924-25	1925-26	1926-27	Total 2 years
Traveling expenses, Director, Agents, professors and students engaged in outside work	2,000	3,000	3,000	6,000
Advertising, telegrams, surveys, extra salaries, research, rent, contingencies	2,640	3,000	3,000	6,000
Subscriptions to periodicals, books, magazines, etc.	500	500	500	1,000
Printing: This item only covers bulletins of the Division. See Bureau of Publications	1,700	2,500	2,500	5,000
Postage—new students will require increase	1,500	2,500	2,500	5,000
Correspondence Courses (purchase, reproduction, preparation, bulletins, circulars of information	500	750	750	1,500
Furniture and Equipment	500	500	500	1,000
Slides and Films (purchase of slides and films and all other necessary equipment and its maintenance for visual instruction	700	750	750	1,500
Total amount of contingencies, etc.				$27,000
GRAND TOTAL,				$154,420

Recapitulation
Budget to Meet Needs 1925-26—1926-27

Director	$ 7,600
Department of Extension Teaching:	
1. Correspondence Study Bureau	42,600
2. Class and Group Study and Lecture Bureau	5,000
3. Extension Centers Bureau X A	6,000
Short Courses, Section 1 X B	7,500
Short Courses, Section 2	7,500
4. Radio X C	10,000
Department of General Information and Public Service:	
Salaries and Student Help	10,720
1. Public Information and Library Service X D	5,000
2. Publication Bureau	
Bulletins	5,000
Plate Matter X E	5,000
Publications Editor X F	5,000
3. Visual Instruction Bureau:	
Visual Instruction Exchange	500
4. Public School and Community Center Bureau:	
High School Debating League	1,000
Cooperation with Parent-Teachers' Assn's	1,000
Field Organization, Expenses X H	8,000
Contingencies, Equipment, Office Expense, etc.	27,000
	$154,420

(Appropriation for items listed above may be transferred from one to another as need may arise.)

Recommendations

Since the public is also making a great demand for extension aids in other fields than Agriculture, it is urged that this budget which is by comparison small, be requested. If it is impossible to do this with the regular University budget, it may be advisable to have a separate bill introduced asking for the maintenance of the General Extension Division similar to the one establishing the Division. The Director does not want to be responsible for suggesting any reduction in this budget which covers only activities requested by the people. However, if reductions must be made, it is asked that no item for instruction, etc., be eliminated. The reduction should affect only the following activities and in the order named, because they are new and not because they are unimportant, for some of them are needed just as much as anything we are doing.

X A Extension Centers	$ 5,000
X B Institutes, greatly in demand, but might be reduced	7,500
X C Radio	10,000
X D Librarian and Library Service might be reduced	1,000
X E Plate Matter	5,000
X F Publications Editor	5,000
X G Parent Teachers' Association might be reduced	500
X H Field Organization might be reduced	5,000
Total Possible Reduction	$ 39,000
Total Budget to Meet Needs of Public	$154,420
Total Possible Reduction	39,000
Total	$115,420

Income from fees, etc.:

1923-24—$7,680. From 1925-6-7, estimate approx.	$ 15,000
	$100,420

State Appropriation Needed, $100,000

General Extension Division
Recapitulation

	1924-25	1925-26	1926-27	Total 2 years
Operating Expenses	$ 8,840	$37,800	$38,200	$76,000
Permanent Equipment	1,200	6,250	1,250	7,500
Salaries	19,960	35,460	35,460	70,920
TOTAL	$30,000	$79,510	$74,910	$154,420
Income from Fees, etc., 1925—27 estimate				15,000
State Appropriations needed, (approximately)				$140,420

(Appropriation for items listed above may be transferred from one to another as need may arise.)

RECAPITULATION OF ALL BUDGETS FOR THE SEVERAL COLLEGES AND DIVISIONS OF THE UNIVERSITY OF FLORIDA

Biennium July 1, 1925—June 30, 1927

	SALARIES				CURRENT EXPENSES				PERMANENT IMPROVEMENTS				NEW BUILDINGS & LAND					
	Amt. Available for 1924-25	Amt. Required for 1925-26	Amt. Required for 1926-27	Total for Biennium	Amt. Available for 1924-25	Amt. Required for 1925-26	Amt. Required for 1926-27	Total for Biennium	Amt. Available for 1924-25	Amt. Required for 1925-26	Amt. Required for 1926-27	Total for Biennium	Amt. Available for 1924-25	Amt. Required for 1925-26	Amt. Required for 1926-27	Total for Biennium	Grand Total Needed for all Items	Less Deductions	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
Executive & Administrative Dept.	$ 20,110	$ 30,700	$ 30,700	$ 61,400	$ 19,075	$ 27,200	$ 27,200	$ 54,400	$ 1,250	$ 2,000	$ 2,000	$ 4,000	$100,000	Aud'm					
Special Departments, including Road Construction, Central Heating Plant, Sewerage System, etc.	17,000	28,000	28,000	56,000		1,000	1,000	2,000		1,500	1,500	3,000			$101,500	$101,500			
Library Department	4,200	6,000	6,000	12,000	2,000	4,000	4,000	8,000	2,000	6,000	6,000	12,000	100,000	Library					
Museum	2,000	5,500	5,500	11,000	1,000	3,400	3,400	6,800		29,040		29,040							
Total for all above items	43,310	70,200	70,200	140,400	22,075	35,600	35,600	71,200	3,250	38,540	9,500	48,040	200,000		101,500	101,500	$361,140	$ 10,000	Incidental Funds
College of Arts and Sciences Including School of Pharmacy, Department Business Training	69,500	116,500	122,500	239,000	2,500	5,700	5,700	11,400	4,025	11,000	11,902.50	22,902.50		2,050	552,050	554,100	827,402.50		
Engineering College	36,850	41,100	44,750	85,850	2,000	2,700	2,700	5,400	6,250	20,750	20,750	41,500		62,500	62,500	125,000	257,750	4,000 10,000	Seminary Interest Fund Morrill
Law College	19,150	21,400	21,400	42,800	350	425	425	850	1,700	2,175	2,175	4,350					48,000	$ 5,000	Incidental Funds
Teachers College Including Summer School	61,250	46,550	53,450	100,000	2,500	4,650	5,600	10,250									110,250	19,800	Veteran's Bureau $ 4,800 U. S. State Bd. Voc. Educ. 15,000
Agricultural College	38,000	48,700	48,700	97,400	8,500	18,825	18,825	37,650	9,850	14,825	10,725	25,550		250,000		250,000	410,600	52,000 10,025	Morrill Agricultural College Fund
Experiment Station Research	97,280.60	143,000	148,400	291,400	56,230.12	134,750	134,950	269,700	2,475	16,750	12,850	29,600		48,600	15,400	64,000	656,645	72,000	Hatch & Adams $60,000 Sales 12,000
Smith Lever Offset					48,872.25	48,872.25	48,872.25	97,744.50									150,744.50		
Co. Home Demonstration Agents						22,000	22,000	44,000											
Negro Work						2,000	2,000	4,000											
Farmers' Week, Citrus Seminar and Livestock Roundup					1,500	2,500	2,500	5,000											
Fairs and Exhibits					2,000														
General Extension Division	10,000	35,460	35,460	70,920	8,640	37,000	39,000	76,000	1,500	6,250	1,250	7,500					154,420	15,000	Fees
GRAND TOTAL	$400,750.60	$525,760	$545,050	$1,060,760	$177,411.17	$335,532.25	$337,167.25	$672,699.50	$29,050	$113,015	$69,072.50	$182,318.50	$200,000	$374,750	$529,450	$904,200	2,829,258	$206,731	

Total amount appropriation needed for Biennium July 1, 1925 to June 30, 1927, all Colleges and Divisions of the University $2,829,258

Less amount received from Federal Funds and other Sources 206,731

Net amount needed for all purposes as specified $2,622,527

RECAPITULATION OF ALL BUDGETS F

	SALARIES				CURRENT EX		
	Amt. Available for 1924-25	Amt. Required for 1925-26	Amt. Required for 1926-27	Total for Biennium	Amt. Available for 1924-25	Amt. Required for 1925-26	
	1	2	3	4	5	6	
Executive & Administrative Dept.	$ 26,110	$ 30,790	$ 30,790	$ 61,580	$ 18,575	$ 27,200	$
Special Departments, (including Road Construction, Central Heating Plant, Sewerage System, etc.)	17,900	28,300	28,300	56,600		1,000	
Library Department	4,200	6,300	6,300	12,600	2,000	4,000	
Museum	2,000	5,500	5,500	11,000	1,500	3,400	
Total for all above items	50,210	70,890	70,890	141,78[illegible]	22,075	35,600	
College of Arts and Sciences Including School of Pharmacy, Department Business Training	69,500	116,550	122,950	239,500	2,300	5,700	
Engineering College	36,850	41,150	44,750	85,900	2,600	2,700	
Law College	19,100	21,400	21,400	42,800	200	425	
Teachers College Including Summer School	31,370	46,550	53,450	100,000	2,500	4,650	
Agricultural College	36,500	48,700	48,700	97,400	8,300	19,075	
Experiment Station Research	97,269.06	143,060	148,400	291,460	58,224.32	154,210	1
Smith Lever Offset					48,872.25	48,872.25	
Co. Home Demonstration Agents						22,000	
Negro Work						2,000	
Farmers' Week Citrus Seminar and Livestock Roundup					1,500	2,500	
Fairs and Exhibits					2,000		
General Extension Division	19,960	35,460	35,460	70,920	8,840	37,800	
GRAND TOTAL	$360,759.06	$523,760	$546,000	$1,069,760	$157,411.57	$335,532.25	$

Total amount ap
all College
Less amount re
Net amount ne

ITULATION OF ALL BUDGETS FOR THE SEVERAL COLLEGES AND DIVISIONS OF THE UNIVERSITY O

Biennium July 1, 1925—June 30, 1927

	CURRENT EXPENSES				PERMANENT IMPROVEMENTS				NEW BUILDINGS		
Total for Biennium 4	Amt. Available for 1924-25 5	Amt. Required for 1925-26 6	Amt. Required for 1926-27 7	Total for Biennium 8	Amt. Available for 1924-25 9	Amt. Required for 1925-26 10	Amt. Required for 1926-27 11	Total for Biennium 12	Amt. Available for 1924-25 13	Amt. Required for 1925-26 14	Amt. Required 1
$ 61,580	$ 18,575	$ 27,200	$ 27,200	$ 54,400	$ 1,350	$ 2,000	$ 2,000	$ 4,000	$100,000	Aud't'm	......
56,600	......	1,000	1,000	2,000	......	1,500	1,500	3,000	......	......	$101
12,600	2,000	4,000	4,000	8,000	2,000	6,000	6,000	12,000	100,000	Library	......
11,000	1,500	3,400	3,400	6,800	......	29,046	......	29,046	......	......	......
141,78	22,075	35,600	35,600	71,200	3,350	38,546	9,500	48,046	200,000	......	101
239,500	2,300	5,700	5,700	11,400	4,625	11,950	11,922.50	23,872.50	......	2,050	352
85,900	2,600	2,700	2,700	5,400	8,250	20,750	20,750	41,500	......	62,500	62
42,800	200	425	425	850	1,750	2,175	2,175	4,350	......	......	......
100,000	2,500	4,650	5,600	10,250	......	......	......	......	......	......	......
97,400	8,300	19,075	18,575	37,650	9,050	15,225	10,725	25,950	......	259,000	......
291,460	58,224.32	154,210	154.995	309,205	1,675	18,730	12,650	31,380	......	51,200	13
......	48,872.25	48,872.25	48,872.25	97,744.50							
......	......	22,000	22,000	44,000							
......	......	2,000	2,000	4,000	......	......	......	......	......	......	......
......	1,500	2,500	2,500	5,000							
......	2,000	......	......	......	......	......	......	......	......	......	......
70,920	8,840	37,800	38,200	76,000	1,200	6,250	1,250	7,500	......	......	......
$1,069,760	$157,411.57	$335,532.25	$337,167.25	$672,699.50	$29,900	$113,626	$68,972.50	$182,598.50	$200,000	$374,750	$52

Total amount appropriation needed for Biennium July 1, 1925 to June 30, 1927, all Colleges and Divisions of the University	$2,829,258
Less amount received from Federal Funds and other Sources	206,731
Net amount needed for all purposes as specified	$2,622,527

SIONS OF THE UNIVERSITY OF FLORIDA

	VEMENTS	NEW BUILDINGS & LAND						
	Total for Biennium	Amt. Available for 1924-25	Amt. Required for 1925-26	Amt. Required for 1926-27	Total for Biennium	Grand Total Needed for all Items	LESS Deductions	
	12	13	14	15	16	17	18	
	$ 4,000	$100,000	Aud't'm	....	....	....		
	3,000	....	....	$101,500	$101,500	....		
	12,000	100,000	Library	....	....	....		
...	29,046	....	....	....	....	....		
	48,046	200,000	....	101,500	101,500	$362,526	$ 30,000.	Incidental Funds
50	23,872.50	....	2,050	352,050	354,100	628,872.50		
	41,500	....	62,500	62,500	125,000	257,800	4,303. 18,000.	Seminary Interest Fund Morrill
	4,350	....	....	....	....	48,000	$ 5,000.	Incidental Funds
...	....	....	....	....	....	110,250	20,400.	Veteran's Bureau ....$ 6,800 U. S. State Bd., Voc. Educ. 13,600
							32,000.	Morrill
	25,950	....	259,000	....	259,000	420,000	10,028.	Agricultural College Fund
	31,380	....	51,200	13,400	64,600	696,645	72,000.	Hatch & Adams $60,000
						....		Sales 12,000
...	....	....	....	....	....	150,744.50		
...	....	....	....	....	....	....		
	7,500	....	....	....	....	154,420	15,000.	Fees
50	$182,508.50	$200,000	$374,750	$529,450	$904,200	2,829,258	$206,731	

o June 30, 1927,
.... $2,829,258
s.......................... 206,731
.... $2,622,527

REPORT OF FEDERAL AND STATE APPROPRIATION FUNDS OF THE UNIVERSITY OF FLORIDA

For Period July 1, 1923, to July 1, 1924

Resources

State Appro. Fund (amount set aside for year)	$257,672.50	
Morrill and Nelson Fund	25,000.00	
Agricultural College Fund	8,376.98	
Seminary Interest Fund	2,171.50	
University Incidental Fund (Incl. Bal. $4,471.80)	43,825.80	$337,046.78

Disbursements

Salaries	$213,658.79
State Museum	2,407.43
Biology	2,760.26
Chemistry	5,980.54
Physical Laboratory	860.32
Farm Machinery	1,113.97
Agronomy and Soils	603.42
Vet Science	1,452.94
Engineering Tools and Machinery	723.44
Civil Engineering	967.50
Electrical Engineering	2,150.88
Machine Shop—Tools	1,928.39
Law Library	2,047.54
Dairy	125.62
Poultry Houses	549.59
Farm Fences, Agricultural Department	1,322.40
Engineering College—Repairs old Machinery, Equipment, etc.	11,502.19
Sundry Supplies—Disinfectants and Incidentals	1,633.52
Heat, Light, Power, Coal for Buildings	4,245.61
Printing and Advertising	6,078.42
Commencement Expenses	702.68
Traveling Expenses of President and Faculty	984.00
Janitors for Instructional Buildings	8,505.60
Agricultural College—Office Supplies	531.19
Agricultural College—Farm Fertilizers	1,092.35
Agricultural Labor on Crops and Drainage	2,908.91
Horticultural Department	1,332.54
Animal Husbandry, Feed	1,021.10
Poultry Feed	616.29
Engineering College—Office Supplies	281.69
Prof. of Secondary Education, Trav. Expense and Incidentals	907.56
Library—General	3,842.86
Teachers College	359.38
Summer School Expenses and Salaries	9,042.93
Farm Upkeep	1,025.82
Campus Upkeep and Improvement Athletic Field	9,107.44
Greenhouse	1,500.00
Psychology	152.81
Pharmacy	11,074.68
Repairs to all Buildings	10,100.79
Premium on Bonds	317.50
Office Supplies, Arts and Science	89.40

Travel Expense Agricultural College	288.15	
Travel Expense and Publishing Farm Management	438.13	
Poultry Husbandry	1,414.27	
Emergency	1,418.23	
Tobacco Station	12.92	
Business Admin. Dept., Arts and Science College	789.60	331,971.59
July 1, 1924, Balance on Hand		$ 5,075.19

RESOURCES AND EXPENDITURES OTHER FUNDS
YEAR ENDING JULY 1, 1924

BUILDING FUND

Year Ending July 1, 1923

Resources		$ 61,372.50
Expenditures	$ 61,372.50	

Year Ending July 1, 1924

Resources		$200,000.00
Expenditures		104,381.01
Balance July 1, 1924		$ 95,618.99

GENERAL EXTENSION DIVISION

Year Ending July 1, 1923

Resources		$ 31,499.01

Expenditures

Salaries	$ 19,918.04	
Labor	490.12	
Travel and Incidental Expenses	4,784.07	
Printing	1,421.27	
Postage	1,505.00	
Periodicals	739.23	
Correspondence	522.75	
Slides	1,633.26	
Departmental Supplies	230.15	
Furniture and Equipment	255.12	31,499.01

Year Ending July 1, 1924

Resources		$ 30,000.00

Expenditures

Salaries	$ 20,907.36	
Labor	398.23	
Travel and Incidental Expenses	4,346.42	
Printing	1,656.21	
Periodicals	489.60	
Correspondence	462.30	
Slides	490.60	
Postage	790.50	
Office Furniture	458.78	$ 30,000.00

GENERAL EXTENSION DIVISION INCIDENTALS

Year Ending July 1, 1923

Resources	$ 4,448.61
Expenditures	2,633.06
Balance July 1, 1923	$ 1,815.55

Year Ending July 1, 1924

Resources, Collections (Incl. Bal. from July 1, 1923)	$ 7,739.79
Expenditures	7,185.82
Balance, July 1, 1924	$ 553.97

FIRE PROTECTION

Year Ending July 1, 1924

Resources	$ 6,250.00
Expenditures	6,112.13
Balance, July 1, 1924	$ 137.87

GENERAL EDUCATIONAL BOARD

Year Ending July 1, 1923

Resources

Amount appropriated for salary of Prof. Jos. Roemer	$3,500.00

Expenditures

Amount expended for salary of Prof. Jos. Roemer	3,500.00

Year Ending July 1, 1924

Resources

Amount appropriated for salary of Prof. Jos. Roemer	$3,500.00

Expenditures

Amount expended for salary of Prof. Jos. Roemer	3,500.00

BUDGET ARRANGED FOR UNIVERSITY OF FLORIDA

Fiscal Year Ending June 30, 1925

Resources

State Appro. Current Expenses for Salaries, Upkeep, etc.	$232,972.50
Morrill and Nelson Funds	25,000.00
Agricultural College Fund	7,730.00
Seminary Interest Fund	2,171.50
University Incidental Funds, Receipts from Fees, Laboratories, etc.	16,550.00
U. S. Veterans Bureau	3,400.00
Smith-Hughes Teacher Training Funds	6,650.00
Gen. Educ. Board	3,500.00
Exper. Sta. and Agri. Exten. Funds	9,590.00
Commons	2,460.00
Student Activity (Ath. Assn.) Funds	1,800.00
Total	$311,824.00

Disbursements

Salaries		$249,610.00
Upkeep—Libraries and Laboratories:		
Heat, Light and Power, all Departments	$ 3,875.00	
Printing and Advertising, Administration Offices	6,600.00	
Commencement Expenses	1,000.00	
Traveling Expense of President and Faculty	1,000.00	
Janitors, Truck Drivers, Other Help for all Instructional Buildings	4,080.00	
Repairs to University Buildings	2,500.00	
Sundry Supplies for all Departments	800.00	
Premium of Bonds, Membership, etc.	300.00	
Department of Biology, Geology, College of Arts and Sciences	1,175.00	
Office Supplies, College of Arts and Sciences	100.00	
Department of Chemistry	3,250.00	
Current Expense, General Library	2,000.00	
Current Expense, Museum	500.00	
Office Fixtures, Law College	200.00	
Office Supplies, Law College	250.00	
Office Supplies, Agricultural College	400.00	
Repairs, Fence, Agricultural College	150.00	
Clearing and Fencing Pasture, Agri. College	200.00	
Labor on Farm, Agri. College	1,300.00	
Labor for Crops, Animal Husbandry, Agri. College	600.00	
Feeds for Animals, Animal Husbandry, Agri. College	600.00	
Feed, Poultry Husbandry, Agri. College	500.00	
Labor, Poultry Husbandry, Agri. College	250.00	
Labor, Orchard and Truck Garden, Agri. College	500.00	
Printing and Publishing, Agri. College	250.00	
Traveling Expense and Publishing for Dept. of Farm Management, Agri. College	500.00	
Traveling Expense, 2 Professors, Agri. College	200.00	
Truck Hire for Classes, Agri. College	100.00	

Traveling Expense, Poultry Husbandry, Agri. College	150.00	
Poultry Houses, Runs, Agri. College	750.00	
Breeding Stock and Laying Contests, Poultry Husbandry Dept. Agri. College	500.00	
Traveling Expense, Horticulture, Agri. Col.	200.00	
Office Supplies, Teachers College	900.00	
Traveling Expense, Teachers College	250.00	
Traveling, Printing, Supplies, Dept. of Secondary Education, Teachers College	909.00	
Civil Engineering Laboratories and Instruments, Engineering College	225.00	
Physics Laboratory Supplies, etc., Engr. Col.	750.00	
Electrical Engineering Laboratory Supplies, etc., Engineering College	225.00	
Mechanic Arts Laboratory Supplies, etc.,	800.00	
Mechanical Laboratory Supplies, etc., Engr. College	225.00	
Special Laboratory Supplies, Eng. College	375.00	
		$39,439.00
Equipment—Libraries and Laboratories:		
Furniture and Office Equipment, Administration Department	$ 1,300.00	
Furniture and Fixtures, Engr. Col.	250.00	
New Equipment, Civil Engineering Dept.	400.00	
New Equipment, Physics Department	500.00	
New Equipment, Electrical Engr. Dept.	1,000.00	
New Equipment, Mechanical Engr. Dept.	600.00	
Apparatus, Soils Laboratory, Agronomy, Agricultural Department	500.00	
Seed Collection Farm Crops, Agronomy, Agricultural Department	250.00	
Motors and Farm Machinery, Agricultural Engineering, Agri. Department	1,200.00	
Forge and Wood Shop Equipment	600.00	
Drainage and Irrigation, Agricultural Engineering, Agri. Department	350.00	
Glassware and Chemicals for Dept. of Animal Husbandry, Agri. Department	150.00	
Dairy Apparatus and Equipment, Dairying, Agricultural Department	200.00	
Equipment for Class Work, Veterinary Science, Agricultural Department	300.00	
Equipment, Supplies, Fertilizers, Seeds, etc., Agricultural Department	600.00	
Seed and Fertilizers, Agricultural Department	500.00	
Tools and Implements, Agricultural Department	200.00	
Breeding Swine, Animal Husbandry, Agri. Department	200.00	
Greenhouse, Agri. Department	1,500.00	
Dissecting rooms, Veterinary Science, Agri. Dept.	1,000.00	
Laboratory Equipment for Teachers College	300.00	
Law Library, Law College	1,500.00	
Permanent Improvements, General Library	2,000.00	
Permanent Improvements, Museum	1,000.00	

Department of Psychology and Philosophy, Teachers College	200.00	
School of Pharmacy Equipment	2,200.00	
		$ 18,800.00
Campus Imp. and Lights:		
Roads, walks, campus and Grounds, Planting Grass, Cultivating Hedges, etc.	2,500.00	
Lights for Campus	200.00	
		2,700.00
Reserve		1,275.00
TOTAL		$311,824.00

COMMONS

For Fiscal Years June 1, 1922 to June 1, 1924

Receipts

June 1, 1922, Cash on Hand			$ 3,716.09
	1922-23	1923-24	
June	$14,137.92	$14,704.80	
July	2,992.82	2,612.13	
August	1,846.61	1,354.05	
September	16,852.11	17,566.84	
October	4,192.26	4,361.48	
November	2,964.69	3,204.15	
December	1,786.62	2,540.12	
January	11,739.33	12,328.78	
February	5,778.12	6,909.22	
March	3,688.21	3,103.49	
April	3,690.23	4,241.47	
May	2,672.00	2,432.79	
Total	$72,340.92	$75,359.32	$147,700.24
Grand Total			$151,416.33

Disbursements

June	$ 5,406.30	$ 5,810.81		
July	6,520.21	6,534.56		
August	5,490.96	4,779.41		
September	5,165.26	1,758.62		
October	7,741.60	8,544.97		
November	6,194.99	7,654.90		
December	6,824.42	9,736.85		
January	4,316.32	2,140.66		
February	7,167.16	10,185.64		
March	6,619.97	4,354.90		
April	7,269.63	4,998.88		
May	4,220.21	5,488.09		
Total	$72,937.03	$71,988.29	$144,925.32	
Florida Bank and Trust Company Deposits			$ 1,595.00*	$146,520.32

June 1, 1924, Cash on Hand, Reserve to replace equipment and dishes .... $ 4,896.01

(*$319.00 dividend paid on this amount and credited Nov. 4, 1924.)

Receipts

Balance brought forward June 1, 1922	$ 3,716.09	
Total receipts from June 1, 1922, to June 1, 1923	72,340.92	
Total Receipts from June 1, 1923, to June 1, 1924	75,359.32	
		$151,416.33

Disbursements

	1922-23	1923-24	
Groceries, Vegetables and Bread	$20,039.42	$24,594.51	
Meat and Eggs	16,413.77	12,679.51	
Butter	3,427.40	3,031.02	
Milk	5,355.28	5,997.27	
Lights and fuel,	3,044.34	2,443.89	
Laundry	640.53	17.39	
Freight and Express	1,391.25	1,064.69	
Repairs	206.66	150.82	
Supplies	2,106.92	2,249.93	
Equipment	2,461.55	1,119.25	
Ice	676.25	335.82	
Incidentals and Phone	343.96	84.74	
Salaries and Labor	16,829.70	18,219.45	
Florida Bank and Trust Company deposits		1,595.00*	
TOTAL	$72,937.03	$73,583.29	$146,520.32
Balance cash on hand June 1, 1924			$ 4,896.01

This reserve used to purchase dishes and replacement of equipment.

*$319.00 paid by dividend check Nov. 4, 1924.

COMMENTS

The charge for board and lodging has been figured at $175.00 per session for the past biennium. This is practically $21.87 per month and is just about the cost for food per man for the quality of food that is in keeping with demands of University students. During the football season we use more milk than usual because of the fact that nearly all of the students are taking active part in strenuous exercise and are required to refrain from the use of tea and coffee.

The Commons furnishes board and room to about thirty-three and one-third per cent of the student body; the dormitories being taxed to capacity. The number of student boarders accommodated runs from 350 to 400. There has been quite a number of rooming houses built near the campus, but in addition to these and our wooden barracks used as an annex at present, we really need an additional dormitory. Three students are now placed in a room intended for two. This overcrowding is inclined to cause noise and confusion.

We beg to comment on several items of disbursement as follows:

Beef is purchased locally, our contract price being 8c thruout the year for extra high grade quality of beef.

Groceries are bought from the wholesale jobbers in this city, Jacksonville and other points, at lowest price, quality being given due consideration.

Butter is served, purchase being made from the packers, prices depending on market conditions.

Milk is supplied by the Experiment Station and College Farm at 45c per gallon. This is excellent Jersey milk and is supposed to be supplied at actual cost of production.

Ice for tea, water, etc., is purchased locally for $8.00 per ton. We have our refrigerating plant for storage purposes, power being furnished by electricity costing approximately 3c per K. W. and averaging about $40.00 per month.

Lights are furnished by the Municipal Plant at a sliding scale rate running from 5c to 8c per K. W., being governed by the amount used in any one building. Our cost has averaged 5c on the dormitory lighting.

Laundry. We supply our tables with linen cloths and napkins which were laundered by the local company at 1½c per piece up to June 1923, when we purchased an electric washing machine and ironer. From that date we have handled our own laundry at a considerable saving by the use of our dining room maids to do the work.

Repairs are meant to cover expenses in connection with upkeep to Commons and Dormitory buildings.

Supplies. This includes dishes and crockery purchased to replace breakage and actual wear and tear; cost of complete and careful fumigation of dormitories once annually; brushes, brooms, disinfectants and toilet paper for dormitory use; and such other items as should not be classified under permanent equipment.

New Equipment. Under this caption it charged such items of new purchases necessary to keep up the kitchen and dining room efficiency, and also to replace dormitory furniture worn out thru ordinary wear and tear. The largest items are as follows:

1922-23.	1 Electric Dish Washing Machine	$480.00
	24 Beds and Mattresses	390.00
	1 Steam Boiler	200.00
	1 Burroughs Bookkeeping Machine for Office	500.75
	1 Electric Washing Machine and Ironer	325.00
	1 Majestic Range	350.00
1923-24.	1 Peerless Bone and Meat Cutter	400.00
	1 Dish Truck with Trays	112.00
	Beds for Dormitories and Furniture for Matron's House	417.20

Salaries and Labor. In this item is noted salary of bookkeepers, all expenses connected with the preparation of food in the kitchen and bakery; supervision and distribution of same in the dining hall; maid service in the dormitories; and labor in connection with the upkeep of garden and dormitories. Mrs. Peeler, the housekeeper, employs seven maids to keep the rooms in order, making up the beds, etc. Mr. and Mrs. Knot, steward and matron, resigned and were replaced in June of 1923 by Mrs. B. C. McGarrah and Mrs. Sandlin as Dietitian and

Assistant. They give personal attention to the preparation of the food, employ the kitchen help, and look after the dining room service. The following are employed in the kitchen and dining room:

1 first cook, 2 assistants, baker and helper, 2 dish washers, 2 pot washers, fireman and porch boy, 5 negro maids. In addition to this help, we employ students to wait on the tables, sweep the dining room, wash glasses and dishes, etc. This enables these young men to help defray their college expenses and serves to keep worthy young men in college who could not otherwise stay in school. Board is allowed as compensation for their services and about forty-eight are employed in this work. The waiters are in charge of a student cashier and two assistants, who check up the tickets of admission and see that the students are entitled to the privileges of the Commons. This cashier and assistants are responsible for the conduct in the dining room.

Detailed reports are submitted monthly to the Board of Control.

In conclusion, I respectfully call attention to the needs of this department, which are the same as noted in my last biennium report.

1. New furniture for all rooms in both dormitories; that each room be equipped with a standard pattern of some design bedroom furniture that would stand the wear and tear and still be attractive.
2. Connect up the two dormitories with the central heating plant.
3. Construct new dormitory and make over present barracks used as annex to meet the increased student enrollment.
4. Convert present Commons boarding system into Cafeteria service.

Respectfully submitted,
K. H. GRAHAM, Auditor

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PRESIDENT'S REPORT
OF THE
Florida State College for Women

Tallahassee, Florida, Sept. 25, 1924.

To the Honorable Board of Control,
Institutions of Higher Learning,
State of Florida.

Gentlemen:

I beg to submit herewith the tenth biennial report of the Florida State College for Women. This report is for the biennium beginning July 1, 1922, and ending June 30th, 1924. As a part of this report I also present reports from the dean of the College of Arts and Sciences, the dean of the School of Education and Normal School, the dean of the School of Home Economics, and the dean of the School of Music. I also enclose the report of the State agent for Home Demonstration Work and the financial report of the business manager.

PERMANENT IMPROVEMENTS PROVIDED BY LAST LEGISLATURE.

All the projects for permanent improvements provided for by the last legislature are practically completed so far as the amounts appropriated enabled us to complete them. The dormitory is complete except the tile roof. It is a west extension to Jennie Murphree Hall, but is separated from the latter by a fire proof partition and fire proof doors. It accommodates 142 students. The auditorium has all the rough work completed but needs finishing and needs equipment. We are using it this year by using folding chairs in addition to the seats that were in the old auditorium. With the appropriation for the library building we were able to build only one wing of the building. This gives us a reading room on the main floor which is now completely finished and one large and a few small rooms on the first floor which are all unfinished. The main entrance to the building and the stack room are lacking. We are using the unfinished rooms on the first floor for class rooms because we cannot arrange our schedule properly without them.

All the minor projects have been completed. The offices have been enlarged and the fire proof vault is now in use. The gates to the campus have been erected, the water mains for fire protection have been extended and four additional hydrants have been placed. The mains were laid so that we might have the greatest possible pressure and the

2—F. S. C.

hydrants were so located as to have the best facility for connecting the hose. The lighting system on the campus has been enlarged and improved and walks have been laid as far as our means permitted. Tile has been placed on the roofs of Jennie Murphree Hall, Science Hall and the addition to the Dining Hall. The repairs to Bryan Hall have been made, and the arcade between Bryan and Reynolds Halls has been built. The land for addition to the campus has been purchased and deed filed with the Board of Education.

FACULTY.

The faculty is the very life of an institution of learning. To do high standard work the teacher must not only have high class preparation but must not be overloaded with work. The past few years some of our departments have been working under severe handicaps because of overcrowding and the College has received criticism because of it. It is accepted as a general standard the country over that the enrollment in college classes for purposes of recitation and quizz should not exceed thirty, and in biology they should not exceed twenty. It has been impossible to meet this standard throughout. Not only this, but courses that should be offered cannot be given because the time must be given to the large incoming classes. Unless this problem is met high standards cannot be maintained.

The College has made efforts to meet this situation of increased enrollment but the applicants for admission increased faster than the resources. For instance, for the first year of the present biennium we did not look for much increase in the enrollment since we had no new dormitory. Yet the increase was nearly 200 students. Many of those who could not get space in the dormitories rented rooms in private homes near the campus. Moreover, four fraternities built fraternity houses each one of which accommodates from 20 to 30 students. This placed a heavy strain on the resources of the College. We met the situation as best we could but we cannot maintain standards unless we meet it properly.

To meet this emergency we added a number of instructors to our faculty below professorial rank. To meet the situation properly, we must at once secure additional teachers of advanced preparation and experience. A high school demands that its teachers shall have four years preparation beyond the senior year of the high school; colleges may well have, and do have, similar standards. To do good advanced college work a teacher should have from two to three years work in a graduate school beyond what is ordinarily required for a bachelor's degree. This is in substance the standard laid down by the Association of American Universities. Colleges and universities that fall below that standard are considered inferior, and rightly so. In principle, these standards are similar to those of the high schools not only in Florida but in every state of the Union.

The increase in the enrollment for the biennium was more than twice what we expected. The enrollment will, of course, increase this coming biennium. To meet the deficiency of the past biennium and the expected increase in the coming biennium, we need absolutely a number of additional teachers.

At present, Physics and Mathematics are one department. We maintained these two departments this way because of the crucial need of economy. The time is past for this to continue. In all standard colleges, Physics and Mathematics are separate departments. Professor Smith, the head of both departments is a mathematician and prefers to remain at the head of the mathematics department. It is, therefore, necessary to secure a Professor of Physics. There is a demand and a need in this department that can be met only by making the addition as recommended. This need cannot be met by adding an immature instructor to the department. We must have a teacher who represents leadership in that field. Only in this way can we meet the needs not only of the students but also of the high schools where our graduates go to teach. While I am writing this report, the avalanche on the department of Mathematics is so overwhelming that many students must be asked to wait till next year to take their mathematics. Unless this teacher is provided, we are lost here. We had, for instance, over 100 students in statistics where we could handle only about 50 or 60.

The College has no department of Geography. The great majority of our students go out as teachers in the elementary and the high schools of the State, but we are not in a position to give them the training in Geography which they need. Neither can we offer courses in Geology, a fundamental study along with Geography. These two departments could be combined for the present under an Associate Professor of Geography and Geology. Many students who would elect additional courses in History would prefer to take Geography and hence we will need not quite as much additional help in History. This department would thus supplement the History department.

Another great need is a Professor of Economics. This professor would relieve the severe overpressure in the department of Sociology and would also offer facilities for advanced study to those students who are preparing for business careers. The College offers the B. S. degree in Commerce, a plan which has the hearty endorsement of the business women of the State, but to do the work properly, in this field, a professor of Economics is a necessity. A Professor of Economics as stated above, will relieve the situation in the department of Sociology. It also enables us to better prepare teachers of commercial subjects for the high schools of the State.

I wish to emphasize, it is not an undue expansion that I am seeking here. It is a situation that is already upon us that I am trying to meet. It is not unduly increasing the teaching force; it is distributing the additional teachers needed in such a way as to best serve the College and the State at large.

All the additional teachers needed are given in the recommended budget which is a part of this report.

We also need more clerical help. We must have a stenographer for the Appointment Committee and for the deans. I doubt whether there is an institution the size of the College for Women where the clerical help is so limited as it is here. The Appointment Committee has been doing a large part of the clerical work which should have been done by a clerk. The faculty members on this committee have given their time and their energy without stint for the good of the cause, even to the point of sacrificing their health. Each year the burden became heavier and we have reached the limit. It is overwhelming the committee. The work, however, must be done and a secretary is needed there and must be provided or the work cannot be carried forward. It is work of the utmost importance since it brings the school officials of the State into contact with the prospective teachers best suited to the position to be filled. Proper service to the school officials of the State demands that this work be handled effectively.

I wish again to call the attention of the Board to the low salaries the College is paying to the heads of departments. As shown in a report of the Commissioner of Education of December, 1923, the College for Women is one of about six who are the lowest in the salaries paid heads of departments of approximately 70 State institutions in the United States. And in some of those which pay such low salaries the residence is probably furnished. The men and women who hold these positions are experts with broad training and wide experience. The salary we are paying is not at all commensurate with their training and experience. Many of them are men with families and the outlook before them is not promising with the salaries we are paying.

SUMMER SCHOOL.

Through the Summer School, the College is able to reach the schools in the State immediately since most of the students are teachers in service. It is important that these students have the best. We must have the ablest teachers that can be secured. At the salary we are paying, we cannot secure satisfactory teachers to take the place of our regular teachers if they go away for the summer. We have to ask our teachers to work for half pay during the summer. I do not know of any other profession or any other line of work where that is requested. It is of the utmost importance that we place our Summer School on the same high standards as the regular term. We can do so only by paying adequately for the services we are demanding.

The Summer School students are doing a higher quality of work than formerly. They do no longer ask to review and review the elementary studies. They are reaching out and are making progress. They are eager to advance, and more every summer are asking for credit toward a degree. They are planning their work so that each summer brings them nearer toward graduation. This is a healthy sign in the profession and should be encouraged, and the best encouragement that can be given is to furnish the very best scholarship and leadership in the Summer School faculty.

This leadership cannot be furnished unless we provide proper compensation. A teacher should not be asked to work for half pay in the summer. Our leading institutions of learning all over the country are not asking that of their teachers. I would urge that we place the salaries for summer school work on a reasonable basis. When some of our regular teachers leave us for the summer to go otherwhere where they are paid better, we are helpless; we cannot replace them properly with the salary we are paying; we have to resort usually to the best possible make-shift, whereas, the summer school students should be given the best.

BUILDINGS.

DORMITORIES.

The dormitory provided for by the last Legislature which provides space for 142 students and a matron is now in use. It is complete except the tile roof. Funds should be provided at once for this since the ruberoid which goes under the tile and which is on the roof now should not be permitted to deteriorate by leaving it exposed for several years. All the space in this dormitory was reserved two months before the building was completed. All space in all the dormitories was taken more than two months before the College opened in September, 1924. Additional dormitory rooms should therefore be provided.

I would recommend that we proceed with our dormitory construction to the west of Broward Hall on the land recently purchased by the College. This would probably make necessary a 30 or 40 ft. extension to Broward Hall. To work out this plan would make a dormitory addition that would cost probably about $150,000 and would accommodate approximately 225 students.

DINING HALL.

With the above addition to the dormitory, we will not be able to seat all students in the dining room at one time. To meet this situation most economically would be to complete the large room, about 85x52, under the north end of the Dining Hall. This room needs to be plastered and finished and needs a floor. When the north end of the Dining Hall was built a few years ago, the basement was so graded as to give sufficient ceiling to eventually make this an addition to the dining room which would seat approximately 400 people, may be 425. This work should be done in the summer of 1925 since our dining room is at present crowded to its utmost capacity.

AUDITORIUM.

It is most urgently necessary that the auditorium be completed. All the rough work is done and the heating is complete. It needs, however, to be plastered and finished. If the money needed for this purpose can be made available in April so that contract can be let in May, we may be able to use the auditorium by the time school opens in the fall, or at least soon thereafter. If the contract for this work is let late in the summer, we will be without the use of the auditorium for the greater part of the school year, and may be the whole year. This should be avoided by all means if possible. Every day of delay here in the spring means loss in the fall. To be without a large assembly room for religious services, student body meetings, entertainments, etc., is an interference with college work and college life that is serious.

Not only does the room need finishing, but the stage needs proper facilities for dramatic work and educational performances. It needs a curtain and stage scenery and stage arrangement that will meet all the needs of the College. I do not have in mind any thing fancy, nor any frills. I have in mind simple arrangements and settings that are in harmony with the hall itself. Moreover, the auditorium needs lighting fixtures. The lights we are now using are temporary make-shifts until something adequate can be provided.

The seating capacity of the auditorium has practically been doubled. This means that we must provide about 1000 additional seats. We are supplying our most urgent needs with folding chairs so we can use the auditorium, but this deficiency should be met immediately. I have in mind simple chairs such as are in harmony with the room.

LIBRARY BUILDING

That part of the Library Building which is completed serves excellently the purpose for which it was built. We, however, need a stack room, a cataloging room, a magazine room and better desk facilities. We should have the central part of the building including adequate stack facilities, and the east wing built. This would avoid any temporary adjustments, which are always expensive, since it would not only serve our present needs but would provide us the necessary facilities for some years to come. Moreover, a building which is such a fundamental part of every activity of the College should be built properly and adequately in the first place and not patched together piece-meal. The west wing, which has been built, the central part and the east wing here recommended to be built, all together make the first fundamental part of the Library Building as planned in the first place. Later, as the College grows, wings can be added to this in the rear. But this first essential part should be built as a whole. Not to do so means loss in efficiency, unnecessary expense in making temporary adjustments and would give the main building a patched up outward appearance which should never be permitted.

The first floor is at present unfinished. Funds should be provided for plastering and finishing.

TRAINING SCHOOL.

In my report in 1922, I called attention to the need of an adequate Training School Building. This need becomes more urgent every year and must not be longer delayed. One unit of the proposed building was built six years ago. This consists of two class rooms and a small group room, used at present for the fourth and fifth grades. The primary division, consisting of the 1st, 2nd and 3rd grades, is in the old wooden building. This was not intended for a school building in the first place, but was, years ago, pressed into service because there was nothing else to be had. It is not to the credit of the College to use such a make-shift for a primary school. The light is not good, the sanitary appliances are not first class, and the whole building is unsatisfactory for a school building.

The Kindergarten and the grades from the 5th up through the 12th are in the Education Building. This arrangement is growing more unsatisfactory every year. In the first place, we need those rooms which are now temporarily used for the training school for college classes. It is just impossible to spare those rooms any longer. We must have additional class rooms for college classes. In the second place, it works to the detriment of the training school to have those children mixed up with college students all the time. College classes hold for an hour, classes for children must be shorter. Whenever, therefore, the college classes change all the training school classes are disturbed for five minutes, and when the training school classes move from room to room, the college classes are disturbed. These two schedules cannot be made to conform. Again, it makes the discipline of the training school harder to have these children thrown with college students during recess periods.

Therefore, instead of building another class room building which would be necessary, we should build a Training School Building since it would solve both problems in the very best way; it would give the training school the facilities it needs and would release rooms in the Education Building for the college classes.

A well equipped high class training school is the laboratory par excellence for teacher training purposes. It is as necessary as a chemical laboratory is for chemistry. It is the place where theory is carried into practice. Moreover ,the training school here at the College should be such that it can serve as a model for the teachers that are trained here so that they can carry the ideals they find here into the various communities of the State where they may go to teach. The State is not living up to this responsibiility. We must not delay this problem any longer. I would place the building of a proper Training School Building first in the new building projects. I would place it ahead of a new dormitory for we must not invite students here by building dormitories unless we make proper provision for giving them the best when they come here.

The building should have, in addition to the two rooms already built, at least twelve class rooms with a few smaller group rooms and an assembly room seating about 200 children. This would give us reasonably adequate facilities for the present.

ACADEMIC BUILDING

We are in great need of an additional class-room building. The Industrial Arts Department and the Commerce Department have quarters that are absolutely inadequate. Moreover, we need more rooms for music. Unless proper provisions are made for these departments the situation becomes absolutely impossible. We need larger laboratory facilities in biology. There should be an additional laboratory for zoology and one for physiology. We also need a small assembly room which will seat 300 to 400 people. This is a necessity. With an additional building all these deficiencies will be met.

PRACTICE HOUSE.

The School of Home Economics has had no practice house for the past year. The house that had been intended for a practice house was destroyed by fire early in the fall of 1923. On account of the scarcity of houses we were not able to rent a house near the campus and have not been able to secure one up to this time. The College must have a practice house if the State wishes to retain federal aid for teacher training under the Smith-Hughes Act. The Federal Board for Vocational Training lays that down as a requirement. The College, therefore, must either build a practice house or make some arrangement to have one built by private parties with a lease contract running over a number of years. The former is by all odds the best plan.

The practice house is an essential part of the home economics laboratory. It furnishes the facilities to carry into practice the theory of home-making. Such a house would not only furnish a model for our students but would also be used for illustrating to the home demonstration club girls when they meet here annually, what a well planned and scientifically furnished and equipped home should be. The College should not depend upon accidentally vacant houses for a practice house since they are not properly planned and cannot be properly equipped. At the very best, they are but lame make-shifts from the view point of a scientifically planned home. I am not asking for an elegantly built house, but a simple substantial building adequate for our needs. We are not planning to inculcate ideals of luxury, but ideals of health and sanitation, economy and good taste.

FIRE ESCAPE STAIRWAYS.

We have now proper provision for fire escape in all the dormitories except the south end of Broward and the west end of Reynolds. At the end of both of these dormitories we have a stairway clear down to the ground leading to the outside. This answers fairly well, but the stairway is not fire proof. I would urgently recommend that both of these stairways be made fire proof and have fire proof doors on each floor. This can be done for practically the same money, probably for less, than to put a steel stairway on the outside. On large buildings like these, a steel fire ladder is not adequate; it is dangerous. A stairway is needed.

HEATING PLANT.

With additional buildings an additional boiler in the heating plant is needed. This makes an addition to the building necessary. The three boilers now in use take up all the space in the present building.

GYMNASIUM.

The present Gymnasium is large enough for 200 to 250 students, for 1200 students it is ridiculously inadequate. In fair weather we can hold our gymnasium classes outdoors but in bad weather we cannot do so and many of the classes just must be called off on rainy days. This is not right. It is a reflection on the State to place itself in a position to have classes called off in rainy weather because no building has been provided for the work. Our gymnasium director has begged for either a building or a tent, to protect the students in case of bad weather.

STUDENT BUILDING.

The College is in urgent need of a Student Building. We have nearly twelve hundred students. They have their various organizations of student life. There is the Young Women's Christian Association; the Student Government Association; the Athletic Association; the Flambeau staff; the Flastacowo staff; the various literary and scientific societies, etc. These organizations direct their work through officers and committees, but have no place where they can have their headquarters. This is discouraging to the students since it is a handicap in their work. I want to say here for the students that it is to their everlasting credit that they have carried on their student activity work so successfully in the face of these deficiences and inconveniences. The College should provide these facilities at the earliest possible time. It is not right to ask the students to carry on these very essential phases of student activity and student life under such discouraging conditions. Much of this work is as necessary and fundamental in student life as is the work in the laboratory and in the class room. If it is neglected by giving it no facilities or equipment, the College fails to that extent to do its duty toward the students that come here.

What is generally called "student activity" is sometimes thought of as social frills and empty social life. This is a serious mistake. It is anything but that! It means cultivating in the student initiative and leadership in such phases of community work as are fundamental in civilized life and the life of culture. Cities and states and churches are everywhere anxiously seeking for leaders in the very work in which the College seeks to build leadership through its student activity work. To foster this work by giving it proper facilities is a service to the State of the first order. Moreover, a Student Building could serve for the time being also to relieve the acute situation as to classroom and laboratory space. Some of the rooms in this building could be used for such purposes in case of overflow classes that must be divided into sections.

CAMPUS.

As new buildings are being erected, the ground must be graded and levelled around these buildings and new walks must be laid. The campus must be kept neat and clean and covered with grass. Shrubbery and trees must be planted. All this can be done economically and properly only after the grade is established and the drainage provided for. Moreover, the grading must be done promptly to protect the buildings against water.

I would recommend that an additional tract of land for the campus be purchased. Last year we purchased the east half of the Wallace Estate. In order to give the necessary campus facilities, it would be of great advantage to have the west half of that estate also. A group of public spirited men in Tallahassee have purchased this tract and are holding it with the hope that the College will buy it at cost. The tract was purchased in this way because lots were in demand in that part of the city and if we had waited till the Legislature met some of this land would probably have been sold to private owners and houses built thereon. This would have made it practically prohibitive to purchase it for the campus. The price at which the land was purchased was reasonable. At the present time it is worth more than what was paid for it. The deed to that land is written to the Lewis State Bank to be held for the College till July 1st, 1925, with a possible extension of time till September, 1925. The idea was to give ample time to conclude the purchase in case the Legislature provided the necessary funds.

FARM.

The College farm has in the past attempted only to furnish milk, fresh vegetables and fresh pork for the dining room table. This past year we have added poultry. Since we had no appropriation for this enterprise we began it in a modest way as our means permitted with a view of developing it from year to year.

This past year the cold weather caused considerable loss to the farm since all our vegetables were destroyed in a freeze in February, 1924. The dairy, however, this year reached its highest production and furnished an ample supply of milk for the dining room.

Much of the land of the farm which lies near the G. F. & A. Railroad tracks has often been flooded in past years and has been a source of loss to the farm, and mosquitoes would breed there in spite of all we could do. This condition is being remedied now by a drainage ditch which is being constructed by the city and county combined.

EQUIPMENT.

ORGAN.

The most valuable addition to our equipment was the purchase of a large pipe organ. The last Legislature appropriated $10,0000 for this purpose. With funds available from other sources, chiefly from the income of the Westcott Estate, it was possible to purchase an organ which has an actual value of over $30,000. It was built so that additions can be made later in order to complete the larger organ as laid out in the original plan. The total cost when completed will be approximately $50,000. I am not asking for an appropriation for this purpose since we hope to get this money from other sources.

LIBRARY AND LABORATORIES.

The library and laboratories have been maintained so that they were reasonably adequate for the work attempted. The laboratory equipment must be increased though considerably to meet the increased enrollment. In the library whatever need there may be of more equipment, the need of more assistance to the librarian is greater.

ENROLLMENT.

As has been the case for the past six or eight years, the dormitories have been filled to capacity, and usually they were filled to capacity several months before school opened. In the summer of 1924, for instance, all space was reserved the first of July. Many students who cannot get into the dormitories arrange to live in private homes near the campus. Under the regulation of the College, students may live in private homes near the campus if such homes are approved by the College. The lady in charge of such a home is asked to co-operate with the College in maintaining college regulations as one of the conditions of approval.

The enrollment has increased enormously these past two years. In the first year of this biennium, 1923-1924, when we expected hardly any increase since we did not open a new dormitory that year, the enrollment was 187 higher than the year before. This unexpected increase presented a difficult problem. From present indications the enrollment for 1924-1925 will approach 1200. It is now, October 10th, 1185. This is an increase of approximately 52% in the last two years, and an increase of 83% in the last three years.

To provide for such an increase in attendance makes increased resources a crying need. Unless they are provided, high standard of work becomes impossible. The College is now meeting the standards of the Association of American Universities, and this standard must be maintained, but to do this we must have a large increase in our resources. The young women of Florida are entitled to the same high standards as the young men, and as the young women of any other State in the Union.

I wish to say that I understand and appreciate the need of economy. I am, therefore, holding the outlay down to a minimum level consistent with high class service. One must, however, not forget that when one goes below this minimum level of outlay, then what was intended for economy becomes waste.

The request for building is larger in proportion than the request for current expenses. This is because our building program has been falling behind. We are facing an impossible situation. Some of these necessary buildings must be provided. It is wrong to provide for students to come here to live and then fail to provide the necessary facilities to do high standard work. The unforeseen and unprecedented increase of 83% in attendance in three years must be met. The students are actually here and provision must be made for them.

I am intensely interested to have the College meet the demands of the citizens of the State to send their daughters here and secure room in the dormitories. But I am just as seriously anxious that the number of students that come here do not outrun the facilities for giving them the best. We have done our very best to build a high class institution of higher learning here which might take its place among the high class institutions in the land. We have succeeded in this. The College for Women is recognized throughout the land for the high quality of its work. This is a matter of great satisfaction not only to all of us who are directly connected with the College, but to every citizen of Florida. We must guard this situation with jealous care. The College has grown in numbers these last few years at an unprecedented rate and the facilities must be provided accordingly. It is necessary that the State invest a sufficient amount of money in addition to what would have ordinarily been demanded in order to make up the deficiences which have arisen the last few years due to this large increase in attendance. As pointed out elsewhere, the attendance has increased 83% in the last three years and 52% in the last two years, and will continue to increase this coming biennium. In comparison, the increase requested for current expenses is extremely modest.

I herewith present a tabulated statement of the enrollment for the two years, 1922-1923 and 1923-1924. I cannot present a full statement of the year 1924-1925 at this time because the enrollment is not completed.

I also present a statement of enrollment for the past 19 years.

I wish to call attention to the fact here that the College operates a training school which has classes from the kindergarten to the twelfth grade of the high school inclusive. Every high class teacher training department must have that. In this department are 176 children and the College employs nine teachers who devote practically all their time to this work. There ought to be ten right now. If these children were added to the enrollment it would be about 1350. Although they are not college students, they are a part of the load the College is carrying and should be taken into account when resources are measured.

ENROLLMENT FOR THE PAST NINETEEN YEARS.

Year.	Long Term Students.	Short Course Students.	Town Children Taking Only Music, Expression or Art.	Summer School Students.	Total.
1905-06	204				204
1906-07	220				220
1907-08	240				240
1908-09	257				257
1909-10	273				273
1910-11	280				280
1911-12	315				315
1912-13	413				413
1913-14	374	27	16	60	477
1914-15	381	88	7	163	639
1915-16	437	99	15	259	810
1916-17	494	106	19	363	982
1917-18	538	78	19	396	1,031
1918-19	564	178	34	433	1,209
1919-20	615	55	47	469	1,186
1920-21	613	66	52	423	1,154
1921-22	645	80	59	539	1,323
1922-23	777	100	55	512	1,444
1923-24	964	184	59	585	1,792

ENROLLMENT, 1922-23.

College of Arts and Sciences—

Senior	56	
Junior	60	
Sophomore	83	
Freshman	135	
Special	2	336

School of Education and Normal School—		
Senior	7	
Junior	8	
Sophomore	83	
Freshman	112	
Special	6	216
School of Home Economics—		
Senior	21	
Junior	10	
Sophomore	25	
Freshman	31	
Special	1	88
Department of Commerce—		
Second year	7	
First year	41	
Special	1	49
School of Music—		
Students majoring in music	61	
Day students studying music	11	72
School of Art—		
Sophomore	2	
Freshman	4	6
School of Expression—		
Post graduate	1	
Freshman	1	2
School of Physical Education—		
Sophomore	2	
Freshman	6	8
Summer School		512
Total enrollment in all schools		*1,289

SUMMARY BY COUNTIES.

	Summer School	Regular Term
Alachua	2	39
Baker	..	1
Bay	9	5
Bradford	..	2
Brevard	4	9
Broward	6	6
Calhoun	17	1
Charlotte	2	5
Citrus	4	3
Clay	2	4
Columbia	11	6
Dade	7	46
DeSoto	..	7
Dixie	..	1
Duval	23	50
Escambia	30	36
Franklin	13	8
Gadsden	32	20
Glades	1	..
Hamilton	4	8
Hardee	..	3
Hernando	5	..
Highlands	..	5
Hillsborough	27	74
Holmes	7	4
Jackson	43	16
Jefferson	14	7
Lafayette	..	3
Lake	3	15
Lee	4	2
Leon	58	46
Levy	3	4
Liberty	4	..
Madison	5	14
Manatee	3	9
Marion	8	14
Monroe	7	8
Nassau	10	..
Okaloosa	11	..
Okeechobee	..	1
Orange	1	29
Osceola	5	16
Palm Beach	..	16
Pasco	3	5
Pinellas	3	28
Polk	13	45
Putnam	3	11
St. Johns	..	7
St. Lucie	2	12
Santa Rosa	4	7
Sarasota	..	3
Seminole	..	10
Sumter	9	2
Suwannee	4	10
Taylor	11	4
Union	..	2
Volusia	14	21
Wakulla	11	1
Walton	12	16
Washington	4	6
	478	733

SUMMARY BY STATES.

	Summer School	Regular Term
Florida	478	733
Alabama	6	23
District of Columbia	..	1
Georgia	25	10
Kentucky	1	3
Missouri	..	1
Nebraska	..	1
New Jersey	..	1
New York	..	1

	Summer School	Regular Term
North Carolina	..	1
Ohio	1	..
Rhode Island	..	1
South Carolina	1	..
Wisconsin	..	1
	512	777
Total		*1,289

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* There were also during the school year 1922-23 100 girls and women here attending short courses and representing 35 counties of Florida, and 55 children from Tallahassee taking music only.

On May 30, 1923, at the end of the regular session, the following degrees and certificates were awarded: A.B., 31; B.S., 23; B.S. in Home Economics, 21; B.S. in Education, 6; B.M., 4; L.I., 44; Teachers' Certificate in Music, 3; L.I. in Public School Music, 6; Teachers' Certificate in Expression, 2; Two-year Diploma in Business, 6; Certificate in Physical Education, 1. On August 8, 1923, at the end of the summer session the following degrees and certificates were awarded: A.B., 1; B.S. in Education, 3; L.I., 12; L.I. in Public School Music, 1.

ENROLLMENT, 1923-24.

College of Arts and Sciences—

Senior	56	
Junior	62	
Sophomore	99	
Freshman	114	
Special	4	335

School of Education and Normal School—

Senior	18	
Junior	31	
Sophomore	124	
Freshman	209	
Special	2	384

School of Home Economics—		
Senior	12	
Junior	16	
Sophomore	22	
Freshman	43	
Special	1	94
Department of Commerce—		
Second year	17	
First year	39	
Special	3	59
School of Music—		
Students majoring in music	66	
Day students studying music	15	81
School of Art—		
Junior	1	
Sophomore	2	
Freshman	5	8
School of Expression—		
Sophomore	1	
Freshman	2	3
Summer School		585
Total enrollment in all schools		*1,549

SUMMARY BY COUNTIES.

	Summer School	Regular Term		School Summer	Term Regular
Alachua	1	46	Leon	109	71
Baker	..	1	Levy	..	4
Bay	9	5	Liberty	5	1
Bradford	..	4	Madison	5	17
Brevard	2	9	Manatee	5	9
Broward	7	9	Marion	2	19
Calhoun	24	2	Monroe	17	11
Charlotte	3	3	Nassau	2	3
Citrus	..	4	Okaloosa	11	..
Clay	3	1	Okeechobee	2	4
Collier	..	1	Orange	3	31
Columbia	..	7	Osceola	2	12
Dade	18	59	Palm Beach	2	18
DeSoto	6	7	Pasco	6	11
Dixie	..	1	Pinellas	4	37
Duval	15	68	Polk	8	54
Escambia	33	36	Putnam	..	10
Flagler	2	..	St. Johns	1	16
Franklin	14	7	St. Lucie	1	10
Gadsden	35	20	Santa Rosa	2	6
Glades	4	1	Sarasota	1	2
Hamilton	5	9	Seminole	6	12
Hardee	2	10	Sumter	2	3
Hendry	1	2	Suwannee	10	6
Hernando	..	1	Taylor	6	6
Highlands	1	8	Union	1	6
Hillsborough	40	91	Volusia	7	19
Holmes	9	4	Wakulla	7	1
Jackson	39	21	Walton	10	18
Jefferson	22	10	Washington	2	4
Lafayette	..	3			
Lake	6	15		549	890
Lee	9	4			

SUMMARY BY STATES.

	Summer School	Regular Term
Florida	549	890
Alabama	7	24
Arkansas	..	1
Georgia	29	27
Illinois	..	2
Indiana	..	3
Iowa	..	2
Kentucky	..	4
New Jersey	..	1
Nebraska	..	1
New Mexico	..	2
New York	..	1
North Carolina	..	3
South Carolina	..	2
Tennessee	..	1
	585	964
Total		*1,549

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* There were also during the school year 1923-24 184 girls here attending a short course and representing 30 counties of Florida, and 59 children from Tallahassee taking only music or expression.

On May 28, 1924, at the end of the regular session, the following degrees and certificates were awarded: A.B., 36; B.S., 16; B.S. in Home Economics, 10; B.S. in Education, 13; B.M., 1; L. I., 59; Teachers' Certificate in Piano, 2; L. I. in Public School Music, 2; Teachers' Certificate in Expression, 1; Two-year diploma in Commerce, 9. On August 1, 1924, at the end of the summer session the following degrees and certificates were awarded: B.S., 1; B.S. in Home Economics, 3; B. S. in Education, 3; B.M., 1; L. I., 13; Certificate in Art, 1; Two-year Diploma in Commerce, 1.

RETROSPECT.

The current year, 1924-25, which is the second year of this biennium, is the 20th year since the College was founded. During the first year, 1904-05, the total enrollment was 204. Of this, however, less than 40 were college students of present day college standards. The enrollment was mostly high school students and students below high school grade who were reviewing the elementary subjects preparing for teachers examinations. At the end of the first five years the conditions were practically the same. The total enrollment was 273, but considerably less than 100 were college students according to first class college standards. At the end of the first decade, the enrollment was 473 with nearly half of the students of standard college grade.

In the year 1923-24, the enrollment was 964, and in 1924-25 it will be nearly 1200, and every student of standard college rank. The year 1921-22 was the last year the College admitted applicants who had not graduated from a standard high school. The high schools in the State had developed so much that there were very few applicants for admission who had not completed a standard high school course, and the few who applied usually made their application late in the summer when all rooms in the dormitories had been reserved. Hence the subcollegiate department was discontinued.

Twenty years ago when the College first opened there were very few high schools in Florida of standard grade. Now nearly every county in the State has a standard high school, and a number of them have two or more. Ten years ago, 1913-14, Florida had only 39 four-year high schools with an enrollment of 4,871. Five years ago, 1918-19, the State had 53 four-year high schools with an enrollment of 5,614. In 1923-24, Florida had 99 four-year high schools with an enrollment of 16,073. This is an increase of nearly 300% in five years. With this extraordinary high school development and this enormous increase in high school attendance, the demand to enter college has correspondingly increased. Towns and cities voted money liberally to provide school facilities for their children, and rightly so, but to carry this splendid program through, the State must provide similarly for the State Institutions of Higher Learning. The State has developed by leaps and bounds; the public schools, both elementary and high schools, have developed likewise so that the demands on the State Institutions has been unprecedented and these Institutions must not fail in their duty. The welfare of our public elementary and high schools, as well as the business and professional interests, demand that our State Institutions of Higher Learning be maintained at their very best.

During these twenty years, the College has developed beyond the hopes of its most ardent friends. The buildings that have been erected are modern and sugbstantial and the equipment first class. The faculty has grown in numbers and in scholarship. It was hard work sometimes to meet the demands made upon the College with the means at hand, but the fine spirit of co-operation and good will on the part of every one connected with the Institution lifted the consciousness of burden from every effort and from every task.

It has been a source of great satisfaction to see this growth in attendance. However, it has been the source of the highest satisfaction to see the College grow in the quality of its work; to see her rapidly take her place amongst the standard colleges of the land. In 1915 the College was admitted as a member to the Association of Colleges and Secondary Schools of the Southern States, the first state college for women that received this recognition. This gave our graduates recognition throughout the United States that is given to graduates of the standard colleges and universities.

Furthermore, in 1924 the Association of American Universities placed the College for Women on its approved list of colleges and universities. This gives the College world-wide recognition as a standard institution of higher learning and gives our students and graduates standing in all foreign countries and in all the leading universities of the world. No state college for women has had this recognition heretofore. This is a recognition that the work of the College for Women is accepted as standard the same as that of the great universities of America and of the world.

The building program for class room and laboratory facilities and the increase in the faculty has kept pace fairly well with the growth in attendance in the past. The time is here, however, that a somewhat larger step be taken in providing adequate facilities so that the high standing of the College does not suffer. When I am asking that, I am only asking that the State do for the students that are in attendance what it has been doing in the past. An extraordinary increase in attendance means an increase in resources that is greater than usual. Unless these are furnished, the College cannot maintain itself. The students are here and the problem must be met.

Again, it is a source of great satisfaction to note the increased service the College has been to the State and to the Country. The graduates and former students of the College can now be found in practically every community of the State giving service that far more than repays the State for the cost of instruction. The majority of our students enter the profession of teaching in its various phases in the public schools of the State. But our graduates are also found in many other activities of life. They are found in the Home Demonstration Service as State, District and County Agents. They are found in business, in journalism, in social work; in religious work; and in the mission field. Some have now their degrees as Doctor of Medicine and are practicing their profession. Many of them have done graduate work in some of the leading graduate schools in the country, and some of these have come back to the College and hold positions of responsibility in the faculty. Some are now preparing for nursing in co-operation with some of the best hospitals in the State. And yet the greatest service, from the very nature of things, will ultimately lie in the influence the College exerts upon the homes of the State.

The large influence of the Extension Service has been pointed out in the various reports of the State Home Demonstration Agent. The first five or six years the College did no extension work at all. But when the work was once begun, it grew rapidly both in extent and in effectiveness. The first short course for Home Demonstration club girls had but very few present, whereas the short course in the spring of 1924 had nearly 200. The Home Demonstration service carries the scientific principle of home-making all over this State. The report of Miss Gleason, the Home Demonstration Agent, gives an excellent account of the many-sidedness and the real helpfulness of this work.

These are two fundamentals which every institution of learning must have to succeed. In the first place, every institution must have at least reasonable support financially. In the second place, the faculty and officers must be chosen on the basis of merit and merit only. The institution must seek the country over to get the best and the most scholarly men and women with the money at its command, and then give every encouragement possible to the inspiring teacher and scholar. As builders of life, college faculties must be composed of the best that the country has.

At the end of the first twenty years while the College (and the same can be said of the University) stands here as the pride of the State, I wish to emphasize that the Board has maintained the above two fundamentals with an admirable thoroughness and firmness. This high ideal of service maintained throughout the years is the solid foundation upon which the present noble institution is builded. It is a matter of congratulation for the State to have its Institutions of Higher Learning, for the first twenty years, builded upon such solid rock.

I wish, finally, to express my deep appreciation for the good will the Board has always extended to me, and for the confidence they placed in me, and also for the encouragement and the inspiration that has constantly come to me from their never failing devotion to every interest of the College and to the highest ideals it represents.

EDWARD CONRADI,
President.

PROPOSED BUDGET 1925-1927.

RESOURCES.		LIABILITIES.	
State Appropriation	$1,147,693	Salaries	$ 547,153
Seminary Interest Fund	4,200	Operating Expenses	45,940
Smith-Hughes Fund	2,200	Equipment	48,375
Incidental (Est. 1925-27)	84,000	New Buildings	584,500
Westcott Estate	3,100	Summer School	26,600
Y. W. C. A.	450	Home Demonstration	26,000
Boarding Department	24,010	Reserve Fund	6,000
Infirmary	12,650		
Bookstore and Postoffice	6,265		
	$1,284,568		$1,284,568

SALARIES 1925-27

Position—	Time— Months.	1924-25	1925-26	1926-27	Total Biennium
President	12	$ 5,500	$ 5,500	$ 5,500	$ 11,000
Vice President and Professor History	9	3,600	3,800	3,800	7,600
Dean C. A. S. and Professor English	9	3,600	3,800	3,800	7,600
Dean Education and Professor Education	9	3,600	3,800	3,800	7,600
Dean Home Economics and Professor Nutrition	9	3,400	3,500	3,600	7,100
Professor of Mathematics	9	3,400	3,400	3,400	6,800
Professor of Classics	9	3,400	3,400	3,400	6,800
Professor Botany and Bacteriology	9	3,400	3,400	3,400	6,800
Professor Zoology	9	3,100	3,300	3,400	6,700
Professor Modern Languages	9	3,300	3,400	3,400	6,800
Professor Social Science	9	3,300	3,400	3,400	6,800
Professor European History	9	3,300	3,400	3,400	6,800
Professor Psychology	9	3,200	3,300	3,400	6,700
Professor Chemistry	9	3,100	3,200	3,300	6,500
Professor Household Chemistry	9	2,750	2,750	2,750	5,500
Professor Philosophy	9	3,100	3,200	3,300	6,500
Professor Education	9	3,000	3,100	3,200	6,300
Research Professor Nutrition	11	3,000	3,200	3,400	6,600
Professor Physics	9	.....	3,000	3,100	6,100
Professor Education	9	.....	3,000	3,100	6,100
Dean of College Home	10	2,500	2,500	2,500	*5,000
Associate Professor English	9	2,750	2,850	2,950	5,800
Associate Professor Botany	9	2,750	2,850	2,950	5,800
Associate Professor Psychology	9	2,750	2,850	2,950	5,800
Associate Professor Modern Languages	9	2,750	2,850	2,850	5,700

SALARIES 1925-27—Continued

Position—	Time—Months.	1924-25	1925-26	1926-27	Total Biennium
Associate Professor Spoken English	9	2,600	2,750	2,850	5,600
Associate Professor Classics	9	.....	2,750	2,750	5,500
Associate Professor History	9	.....	.....	2,750	2,750
Associate Professor English	9	.....	.....	2,750	2,750
Associate Professor Economics	9	.....	2,750	2,850	5,600
Associate Professor Geography and Geology	9	.....	2,750	2,850	5,600
Associate Professor Physiology and Biology	9	.....	.....	2,750	2,750
Assistant Professor English	9	2,500	2,600	2,700	5,300
Assistant Professor Psychology	9	.....	2,500	2,500	5,000
Assistant Professor Mathematics	9	2,200	2,400	2,500	4,900
Assistant Professor Modern Languages	9	2,000	2,100	2,100	4,200
Assistant Professor Art	9	2,000	2,100	2,100	4,200
Assistant Professor English	9	2,000	2,100	2,200	4,300
Librarian	11	2,400	2,600	2,700	5,300
Director Primary School	9	2,100	2,200	2,200	4,400
Director Kindergarten	9	2,000	2,100	2,200	4,300
Supervisor Industrial Arts	9	2,000	2,200	2,300	4,500
Director Physical Education	9	2,000	2,200	2,300	4,500
Instructor Domestic Science	9	1,800	1,800	1,800	*3,600
Instructor Domestic Art	9	1,800	1,900	2,000	3,900
Instructor Domestic Science	9	1,800	1,900	2,000	3,900
Instructor Modern Language	9	1,800	1,900	1,900	3,800
Instructor Chemistry	9	1,800	1,900	1,900	3,800
Instructor History	9	1,800	1,900	2,000	3,900
Instructor English	9	1,800	1,800	1,800	3,600

Instructor Commerce	9	1,700	1,800	1,800	3,600
Instructor Commerce	9	1,300	1,400	1,400	2,800
Instructor Physical Education	9	1,500	1,600	1 ,600	3,200
Instructor Industrial Arts	9	1,400	1,600	1,600	3,200
Assistant Librarian	11	1,200	1,300	1,400	2,700
Instructor Spoken English	9	1,600	1,700	1,800	3,500
Instructor Spoken English	9	1,500	1,700	1,800	3,500
Instructor Spoken English	9	1,300	1,500	1,600	3,100
Instructor Modern Language	9	1,800	1,800	1,800	3,600
Instructor English	9	1,800	1,800	1,800	3,600
Instructor Classics	9	2,200	1,800	1,800	3,600
Instructor English	9	1,800	1,800	1,800	3,600
Instructor Biology	9	1,800	1,800	1,900	3,700
Instructor Education	9	1,800	1,900	1,900	3,800
Instructor History	9	1,800	1,800	1,800	3,600
Instructor Psychology	9	1,800	1,800	1,800	3,600
Instructor Modern Languages	9	.....	1,800	1,800	3,600
Instructor Education	9	.....	1,800	1,800	3,600
Instructor History	9	.....	1,800	1,800	3,600
Assistant Instructor Industrial Arts	9	.....	1,300	1,300	2,600
Assistant Instructor Physical Education	9	.....	1,300	1,300	2,600
Assistant Instructor Commerce	9	.....	1,800	1,800	3,600
Instructor Education and Psychology	9	.....	.....	1,800	1,800
Instructor Modern Languages	9	.....	.....	1,800	1,800
Instructor Chemistry and Home Economics	9	.....	.....	1,800	1,800
Assistant Instructor English	9	.....	.....	1,400	1,400
Assistant Librarian	11	.....	1,500	1,600	3,100
Research Assistant	12	1,100	1,200	1,200	2,400
Y. W. C. A. Secretary	9	1,325	1,425	1,425	2,850

SALARIES 1925-27—(Continued).

Position—	Time— Months.	1924-25	1925-26	1926-27	Total Biennium
Student Assistant in Gymnastics	9	400	400	400	800
Student Assistant Library	9	500	200	200	400
Student Assistant Laboratory and Classroom	9	300	600	2,000	2,600
Principal Demonstration High School	9	1,750	1,800	1,800	3,600
Critic Teacher Demonstration School	9	1,600	1,650	1,650	3,300
Critic Teacher Demonstration School	9	1,650	1,650	1,650	3,300
Critic Teacher Demonstration School	9	1,200	1,300	1,400	2,700
Critic Teacher Demonstration School	9	1,200	1,300	1,400	2,700
Assistant Critic Teacher Demonstration School	9	1,100	1,100	1,200	2,300
Assistant Critic Teacher Demonstration School	9	1,100	1,100	1,200	2,300
Assistant Critic Teacher Demonstration School	9	1,100	1,100	1,200	2,300
Critic Teacher Demonstration School	9	.....	1,200	1,300	2,500
Student Assistant Demonstration School	9	.....	.....	200	200
Student Assistant Demonstration School	9	.....	.....	200	200
Dean and Professor Organ and Piano	9	3,500	3,600	3,700	7,300
Assistant Professor of Music	9	2,100	2,200	2,300	4,500
Assistant Professor of Music	9	1,900	2,000	2,100	4,100
Instructor Voice	9	1,700	1,800	1,800	3,600
Instructor Piano	9	1,800	1,900	1,900	3,800
Instructor Public School Music	9	1,500	1,700	1,800	3,500
Instructor Music	9	1,600	1,700	1,800	3,500
Instructor Music	9	1,600	1,600	1,600	3,200
Instructor Music	9	1,300	1,300	1,300	2,600
Instructor Music	9	1,400	1,500	1,500	3,000
Assistant Instructor Music	9	1,200	1,200	1,200	2,400
Assistant Instructor Music	9	1,200	1,200	1,200	2,400

Assistant Instructor Music	9	1,200	1,200	1,200	2,400
Supervisor Practice	9	500	100	100	200
Treasurer and Business Manager	12	4,000	4,200	4,400	8,800
Secretary to President and Registrar	12	2,000	2,000	2,000	4,000
Chief Clerk, Business Office	12	1,800	1,900	1,900	3,800
Bookkeeper, Business Office	12	1,100	1,320	1,320	2,640
Cashier, Business Office	12	1,200	1,200	1,200	2,400
Secretary to Business Manager	12	1,380	1,500	1,500	3,000
Extra Help in Business Office	—	.....	400	1,100	1,500
Stenographer to Registrar	12	1,100	1,200	1,300	2,500
Office Assistance to Registrar	12	400	600	1,100	1,700
Manager Bookstore and Multograph Operator	11	1,485	1,595	1,650	3,245
Head Clerk Bookstore	11	880	880	880	1,760
Postoffice Clerk	—	440	600	660	1,260
Stenographer to Deans and App. Com.	12	.....	1,200	1,200	2,400
Assistant Dean College Home	10	1,000	1,000	1,000	2,000
Assistant in College Home	10	650	700	700	1,400
Assistant in College Home	10	650	700	700	1,400
Assistant in College Home	10	650	700	700	1,400
Assistant in College Home	10	650	700	700	1,400
Assistant in College Home	10	650	700	700	1,400
Assistant in College Home	10	650	700	700	1,400
Assistant in College Home	10	600	650	700	1,350
Secretary to College Home	11	770	840	840	1,680
Dietitian	11	2,400	2,500	2,500	5,000
Assistant Dietitian	11	1,100	1,200	1,200	2,400
College Physician	11	2,750	2,750	2,750	5,500
Head Nurse	11	1,375	1,375	1,375	2,750
Assistant Nurse	11	770	770	770	1,540

SALARIES 1925-27—(Continued).

Position—	Time—Months.	1924-25	1925-26	1926-27	Total Biennium
Assistant Nurse	11	770	770	770	1,540
Assistant Nurse (Night)	11	660	660	660	1,320
Chief Engineer	12	1,080	1,800	1,800	3,600
Assistant Engineer	12	900	1,080	1,080	2,160
Head Carpenter	12	1,500	1,500	1,500	3,000
Helpers and Laborers—3@$10.50 per week	—	1,638	1,638	2,184	3,822
Head Gardener	12	1,080	1,080	1,080	2,160
Laborers as Assistants—3@$10.50 per week	—	1,092	1,638	1,638	3,276
Head Fireman and Plant Engineer	12	780	1,200	1,200	2,400
Supervisor of Janitors and Cleaning of Buildings	12	.....	900	900	1,800
Janitors—@$10.50 per week	12	(5) 2,730	(7) 3,822	(8) 4,368	8,190
Policeman and Night Watchman	12	900	1,200	1,200	2,400
Assistant Policeman and Night Watchman	12	900	1,080	1,080	2,160
Total		$218,855	$261,623	$285,530	$547,153

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*Home furnished.

SUMMER SCHOOL—HEADS OF DEPARTMENTS.

	Mos.	1924	1925	1926	Total Biennium
Professor of Education and Dean..	2	$ 400	$ 600	$ 600	$ 1,200
Professor of English and Dean....	2	400	600	600	1,200
Professor of English	2	350	600	600	1,200
Professor of Education	2	350	600	600	1,200
Professor of Education	2	350	600	600	1,200
Professor of Mathematics	2	350	600	600	1,200
Professor of Classics	2	350	600	600	1,200
Professor of Psychology	2	350	600	600	1,200
Professor of Physics	2	350	600	600	1,200
Professor of Modern Languages ...	2	350	600	600	1,200
Professor of History	2	350	600	600	1,200
Professor of History	2	350	600	600	1,200
Professor of Social Science	2	350	600	600	1,200
Professor of Philosophy	2	350	600	600	1,200
Professorof Botany	2	350	600	600	1,200
Professor of Zoology	2	350	600	600	1,200
Professor of Chemistry	2	350	600	600	1,200
Assistant Professor Industrial Arts	2	350	450	450	900
Director of Physical Education....	2	300	350	350	700
Director of Employment Bureau...	2	......	350	350	700
Special Lecturers	..	......	750	750	1,500
Bulletins, Advertising and Printing	..	......	600	600	1,200
Dean of College Home.............	2	300	350	350	700
Y. W. C. A. Secretary............	2	200	250	250	500
Total		$ 7,200	$13,300	$13,300	$26,600

OPERATING EXPENSES.

	1924-25	1925-26	1926-27	Total Biennium
Stationery, postage, books, etc.	$1,600	$2,000	$2,200	$4,200
Miscellaneous office supplies	325	375	375	750
Telegrams and Telephones	350	620	620	1,240
Catalogues and bulletins	1,500	2,000	2,000	4,000
Miscellaneous advertising	100	250	300	550
Traveling expense, President and others	700	1,000	1,000	2,000
Traveling expense, School of Education, $250.00; School of Home Economics, $200.00, and College A. & S., *$500.00	......	950	950	1,900
Commencement expense	800	900	900	1,800
Plumbing material	1,200	1,400	1,500	2,900
Lumber, nails, paint and other supplies	1,000	1,200	1,300	2,500
Special repairs in summer	1,600	1,800	2,000	3,800
Tools, equipment, plants, seed and fertilizer	200	350	350	700
For additional walks and grading	1,500	1,500	1,500	3,000
Coal and wood	2,050	3,400	3,900	7,300
Electric lights and power	800	1,000	1,100	2,100
Water	1,700	2,000	2,200	4,200
Gas	350	500	600	1,100
Janitor supplies, including toilet paper, paper towels, drinking cups, waste paper baskets, brooms, soap, mops, etc.	475	900	1,000	1,900
Total	$ 16,850	$ 22,145	$ 23,795	$ 45,940

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*Some Federal funds for Home Economics no longer available.

EQUIPMENT.

	1923-24	1924-25	1925-26	1926-27	Total Bi-ennium
Magazines and binding	....	....	$ 1,500	$ 1,500	$ 3,000
Library, books	$ 6,500	$ 6,500	6,000	6,000	12,000
Library supplies	....	....	150	150	300
Art	200	200	300	300	600
Physics	1,100	500	1,000	1,200	2,200
Chemistry	2,400	2,400	3,525	3,200	6,725
Botany	650	300	400	500	900
Zoology	500	650	1,200	1,000	2,200
Psychology	250	250	300	300	600
Home Economics	200	400	800	800	1,600
Practice Huse Upkeep	....	....	200	200	400
Demonstration School High School	200	200	300	300	600
Demonstration School Primary	150	150	150	150	300
Demonstration School Kindergarten	150	150	150	150	300
Demonstration School Home Ec. Lab.	....	....	200	100	300
Gymnasium	200	200	500	300	800
School of Music	1,850	1,200	2,000	2,000	4,000
Maps	140	250	250	150	400
Commerce Department	450	500	700	500	1,200
Bacteriology	720	400	400	500	900
Nutrition Laboratory supplies	500	250	650	650	1,300
Nutrition janitor service and equipment	500	500	500	500	1,000
Physiology	1,000	300	500	500	1,000
Industrial Arts equipment	....	......	300	150	450
Industrial Arts supplies	200	200	300	300	600

EQUIPMENT.—(Continued).

	1923-24	1924-25	1925-26	1926-27	Total Biennium
Latin	100	100	100	100	200
Practice organ	....	....	....	2,500	2,500
Class room chairs and teachers' desks	....	....	1,000	1,000	2,000
Total	$ 17,900	$ 15,600	$ 23,375	$ 25,000	$ 48,375

NEW BUILDINGS.

Auditorium, completing building	$ 38,000.00
Auditorium equipment	7,000.00
Library building completed and stacks	64,000.00
Library building equipment	6,000.00
Training School and equipment	80,000.00
Dormitory	140,000.00
Dormitory equipment	10,000.00
Heating plant enlarged	17,000.00
Gymnasium and equipment	100,000.00
Academic Building	80,000.00
Home Economics Practice House	12,000.00
Tile roof on Jennie Murphree Hall	2,000.00
Completing dining room	10,000.00
Fire stairways	8,000.00
Land	10,500.00
	$584,500.00

In addition to the above, a Student Building is a pressing need. Such a building would cost at least $100,000.00.

DISBURSEMENT OF FUNDS FOR 1923-25 AND BUDGET RECOMMENDED FOR 1925-27

	1923-24	1924-25	1925-26	1926-27
Dairy and Nutrition Specialist	$ 916.66	$ 2,200.00	$ 2,400.00	$ 2,400.00
Dairy and Nutrition Specialist travel	354.44	1,200.00	1,300.00	1,300.00
Clothing Specialist	250.00	....	2,400.00	2,400.00
Clothing Specialist travel	300.61	....	1,300.00	1,300.00
Stenographer	91.04	1,200.00	1,200.00	1,200.00
Mailing and Filing Clerk	1,165.00	....	....	....
Janitor	19.50	100.00	100.00	100.00
Bulletin Fund	2,900.73	1,800.00	1,800.00	1,800.00
Women's Institute Fund	2,267.58	1,680.00	2,500.00	2,500.00
Reserve Fund	483.38	570.00	....	....
	$ 8,749.94	$ 8,750.00	$13,000.00	$13,000.00
Total Budget 1923-25				$17,499.94
Proposed Budget 1925-27				26,000.00

REPORT OF DEAN OF COLLEGE OF ARTS AND SCIENCES.

September 15, 1924.

Dr. Edward Conradi, President,
Florida State College for Women.

Dear Sir:

I have the honor to submit the following report of the College of Arts and Sciences for the biennium ending June 30, 1924.

There is little that is new on which to base a report for the biennium. The conspicuous feature of the college life and work is simply the development of tendencies noted in former reports, viz. the rapid extension of the student body and the problems which this entails. It is true, however, that the percentage of increase for the biennium is larger than at any other time in the history of the College. Counting in the academic year 1924-25 which is just beginning, the enrollment has increased to approximately 1200 from about 780 in 1922-23, an increase of over 50 per cent. The impossibility of planning satisfactorily for so large a growth in so short a time has led to rather serious difficulties, not only in housing the students but also in providing for their academic needs.

As regards the housing, since the student body has far outgrown the dormitory capacity, the problem is being met by placing students in homes off the campus, in fraternity houses, etc. If this plan of housing is retained, there is no limit, to be seen at present, beyond which the student body may not expand. The question then arises as to the best means of meeting the condition. Whether it is wise to limit the student enrollment is a question. But it would seem only fair to students who do come not to receive more students than can be given instruction without lowering the standard and the worth of the work. Can a way be found to limit the number of first year students to those who come to college with the serious purpose of securing an education? There is no doubt that each year many new students enter college as freshmen with apparently little intention of taking their work seriously. Can more rigid entrance requirements be used, or more rigid academic requirements for students already in college, so as to keep out this undesirable element, and thus help to obviate crowded classroom conditions.

In this connection, the attendance of students from other states should be considered. Notwithstanding the fact that the College has never been advertised beyond the borders of the State, the enrollment of out-of-state students is becoming so considerable as to account to some degree for the present overtaxing of our capacity for academic instruction. The large attendance of these students, we are glad to believe, is due largely to the excellent standing which our College enjoys among the other colleges of the nation. But it is, no doubt, due partly to the very low expense at which students may attend this College. The question arises then, whether it might not be wise to control the student enrollment, in part, by imposing a larger tuition fee than the one which now obtains. A large attendance of students from other states is not in itself undesirable. On the contrary, it is a wholesome condition. It becomes serious only when it becomes large enough to overtax the facilities for academic work which the College has at its disposal ,and so subtracts from the advantages which of right belong first to the Florida girl.

Of course, every division of the College has felt the effects of the large increase in student attendance. The problem is not the problem of the College of Arts and Sciences only. It is true, however, that, since the purely academic work of the College as a whole (i. e. the work exclusive of the professional and vocational courses) is done by the departments of the College of Arts and Sciences and therefore comprises the larger amount of the college work, certain departments in the College of Arts and Sciences are the ones to which the problem of taking care of the increased enrollment presents itself in the most trying form. This is particularly true of the departments of English, Modern Language, History, and Biology, since these departments offer work which is made a requirement in all divisions of the College. To meet the demands, new teachers have been provided as the budget would permit. In the English department, in addition to the five teachers already at work, two instructors have been added for the year 1924-25. In the Modern Language department, an associate professor and an instructor have been added. In each of the departments of History, Biology and Ancient Languages, an instructor has been added to the staff. And in the fall of 1922 a professor of Philosophy and General Psychology was employed.

Notwithstanding these additions to the teaching force, the classes for the coming year promise to be still too large, as they have been for the past two years. Some classes have had as high as 70 to 75 students. True, these were classes which could be conducted by the lecture method, but a number of others, particularly in freshman English and in Modern Language, have been too large to insure work of the best type.

Within the biennium some important reorganizations of departments and schools have been effected. The Department of Commerce has been organized as an integral part of the College of Arts and Sciences. The same is true of the department of Physical Education, as well as of the School of Art. The School of Expression is reorganized as the division of Spoken English, coordinate with the division of English language and literature in the department of English. In the reorganization, the diploma or certificate of each of these departments is given only to students who are candidates for the bachelor's degree, and who must, therefore, meet all the requirements for the bachelor's degree in addition to the specific requirements of the department whose diploma or certificate they wish to obtain. A curriculum leading to the degree A. B. in Commerce, or B. S. in Commerce, has been arranged for students of Commerce, and the departments of Art, Spoken English, and Physical Education give certificates to students who have met their requirements in addition to the requirements for the bachelor's degree. This new arrangement adds to the dignity of the departments concerned, and at the same time obviates the criticism which is somteimes brought against those schools which feature certain departments without giving to them the background of solid academic work.

With regard to the needs of the College of Arts and Sciences, the following may be said: With the present plan of housing students off the campus, and with the steadily increasing attendance from other states as well as from Florida, unless an arbitrary limit should be placed on the enrollment, the student body will continue to grow as fast, if not faster, as during the past two years. For the proper instruction of these students, more class room will be imperative, and additional teachers will have to be provided. In another year, more class room space will have to be found, as there is none to spare now. New laboratory space and equipment is already needed, particularly in the Biology department, and the need will be greater next year. In the next biennium, additional teachers will be needed in English, in Modern Language, and in History. Just what the mnimum need will be cannot be ascertained at this time. Other departments besides the ones named will in all probability need more teaching force.

In certain departments of the College, instruction in two different, tho related, subjects has heretofore been given by the same teacher. This is true of the department of Mathematics and Physics, and also of the department of Economics and Sociology. The work has now grown to such proportions that these departments should be divided and each component part put in charge of a separate teacher. For this change, we shall need a separate professor of Physics and also a professor of Economics. The work in Mathematics and Sociology would then be carried on by those professors in charge of these subjects. Two other important subjects, which at present, are not a part of our curriculum, should be added to it at the earliest time possible; viz: Geology, and Geography; and a professor to have charge of these subjects should be engaged to meet the demand which already exists for these subjects. I wish to recommend to you, then, addition to our teaching staff as soon as possible of a professor of Physics, a professor of Economics, and a professor of Geography and Geology.

There is one need, not specifically of the College of Arts and Sciences, but of the College as a whole, to which I should like to direct your attention. There is on the campus no place in which small meetings of 200 or 400 people may be held. With the enlargement of our auditorium from a seating capacity of 1000 to 1800, it becomes that much less suitable for small gatherings than it was before. There is a constant need now for a room, possibly in the amphitheatre style, seating 400 or 500 people, in which may be held our religious meetings, chamber music concerts and other music recitals, meetings of the various clubs and societies of the College, such as the History and Social Science Club, the Educational Society, the Classical Club, etc. Whether such a room should be made a part of some other building to be erected can be determined by the proper persons, but of the pressing need of such a room there can be no question.

Respectfully submitted,

W. G. DODD,

Dean, College of Arts and Sciences.

REPORT OF THE DEAN OF THE SCHOOL OF EDUCATION AND NORMAL SCHOOL FOR THE BIENNIUM

1922-1924.

September 1, 1924.

To the President:

SUMMARY OF MAIN POINTS OF THE REPORT.

This division of the Florida State College for Women has grown from 120 students in June, 1922, to 526 students in September, 1924. This great increase in the demand for teacher training is the basis for the proposed expansion of facilities.

A demonstration school to give effectiveness to teacher training is put down as a first need. The minimum amount needed is $80,000 to do the teacher training that Florida is demanding.

An enlarged faculty is suggested to take care of the increasing numbers. At least two professors of Education, one assistant professor of industrial arts, and two demonstration school teachers will be needed to give the service demanded by the State.

The needs of the Summer School in teachers and salaries are explained.

The need of a secretary for the dean's office is fully explained as a policy of econmy.

Suggested budget of new needs is stated on a separate sheet.

ORGANIZATION.

The School of Education is organized as follows:

I. A Four-Year Curriculum, leading to the degree Bachelor of Science in Education.

II. The Normal School: Two-Year Courses, leading to the degree Licentiate of Instruction.

   1. Junior High School Professional Course.
   2. Grammar School Professional Course.
   3. Primary Professional Course.
   4. Kindergarten Professional Course.

III. The Demonstration School.

1. The Senior High School (Three grades.)
2. The Junior High School (Three grades.)
3. The Elementary School. (Six grades.)
4. The Kindergarten.

The Demonstration School is the practice school for the School of Education and Normal School and is open only to local pupils.

BASIS FOR RECOMMENDATION FOR EXPANSION OF FACILITIES.

The recommendations in this report are based upon the average growth of the School of Education and Normal School during the past two years. The student body in this, the teacher training division of the Florida State College for Women, has increased at an average rate of 78.8% for each year of the biennium, practically an increase of 80% for each of the two years just past. A very significant feature of this general growth has been the increase in the number of students taking the four-year course leading to the degree, Bachelor of Science in Education; the enrollment of 13 in the four-year course in June, 1922, has grown to 155 in June, 1924. This shows that professional students are learning the advantage of taking four years rather than two years. At the same time, the enrollment in the two-year courses in the Normal School has increased at the average rate of 24% per year for the biennium of 1922-1924.

The enrollment increase in figures is as follows:

Enrollment in two-year courses, June, 1922	107
Enrollment in two-year courses, June, 1924	229
Increase in two-year course for the biennium	122
Enrollment in four-year coures, June, 1922	13
Enrollment in four-year course, June 1924	155
Increase in four-year course for the biennium	142

……

Total enrollment, School of Education and Normal School, June, 1922	120
Total enrollment, School of Education in Normal School, June, 1924	384
Increase in two years	264

These figures should be read with the greatest care for they show tendencies in teacher training that must be provided for if the needs of the profession of teaching in Florida are to be met by public enterprise. The student body in the School of Education and Normal School was 39.8%, practically 40% o fthe total student body in The Florida State College for Women during the year 1923-1924.

The above figures do not take into account the students in the Summer School, where the enrollment in the School of Education is heavy. The needs of the Summer School will be dealt with in a different part of this report. Should the increase in the growth of the School of Education and Normal School fall to 25% per year for the next biennium, (an event likely to happen), our numbers in *the fall of 1924 will be 480 and in the fall of 1925 they will be 600; so placing our estimates on a most conservative basis we believe that our recommended expansion will fall below the actual conditions that will arise as the student body is added to by the ever-increasing tempo of graduation from the high schools of our State.

See postscript at end of report.

A MODERN DEMONSTRATION SCHOOL.

The first need of the School of Education, justified by the above figures, is an enlarged demonstration school that will give every graduate, preparing to teach, adequate and generous training under conditions that are similar to the conditions she will have to meet in the public schools of the State.

A medical college preparing real physicians must have as its clinical laboratory a hospital offering every possible medical advantage; and so too a School of Education must have as its teacher training laboratry a demonstration school that will afford every possible pedagogical advantage. Anything less means chagrin to the unprepared teacher and suffering on part of the public school children. When the new teacher gets ungided practice after graduation in place of guided practice before graduation, our children in the public schools lose precious time and our college loses prestige as a teacher training institution.

At present the demonstration school lacks unity, being broken up and scattered over the campus in three different buildings. Space in the School of Education building, much needed for college classes, is being taken up with demonstration school pupils that at present can be provided for in no other way. This condition is not wholesome for pupils or for college students.

$80,000 for a practice school is the minimum appropriation that will assure us the leadership the School of Education is under obligation to maintain in the public school system of Florida. If we should fail to get an up-to-date demonstration school then assuredly our professional leadership will be wrested from us for all time by those who are more foresighted. The School of Education is now the greatest center of teacher training in Florida, and its usefulness should be fostered and enlarged.

The amount of money suggested is very modest when we look at what other State institutions are doing, when we think of the growing numbers in the School of Education, and when we realize that the demonstration school is not only a pedagogical laboratory for all of the Florida State College for Women but also for the public school system of Florida.

Increased public service by the School of Education may be provided for in no better way than by an investment in an enlarged demonstration school that will be an example of up-to-date ideas to all the public schools of the State.

To the staff of teachers in the demonstration school, there should be added at least two well equipped teachers to handle with skill the increased enrollment of pupils used in practice classes.

I recommended especially that all teachers in the demonstration school be ranked as instructors in the department of education and be given charge of the special methods courses. This provision will give dignity to these positions and add strength to the faculty of the School of Education.

The salaries of teachers in the demonstration school should be made so attractive that the ablest men and women in these positions may be retained; those who know their subjects; know teacher training; and can give courses in the special method of their subjects in the School of Education. Continuity of service may be had only by means of attractive salaries and only by continunity of service in a teaching staff can there be continuous growth in educational usefulness on the part of the staff.

I wish to recommend as a partial support for the demonstration school that we charge a tuition fee of $20.00 per pupil per year. This can be justified only on the basis of our having, as we propose to have, a gymnasium, shops, laboratories, and a children's library of two thousand volumes. From observations made in other demonstration schools and from experience, I feel sure that it will be a good policy to charge tuition to all who attend our demonstration school. It may cause us to lose a few pupils at first but in the long run it will help us to make a better school. This tuition fee of $20.00 per pupil per year will enable us to build up a much needed children's library, and keep up the equipment of laboratories and gymnasium.

NEEDED INCREASE OF FACULTY IN SCHOOL OF EDUCATION.

Another first need indicated by the statistics of growth is an ennlarged faculty to handle with success and skill the great groups of young women who are preparing to teach. A faculty that does not expand with the growth of the student body necessarily makes for cumbersome classes and this condition makes for inefficiency in teaching. To meet the insistent needs in the School of Education and Normal School for the coming year, we should add to our faculty a professor who shall teach school administration, act as superintendent of the demonstration school, and act as visitor to the public schools of Florida from the Florida State College for Women; and a professor of educational measurements who shall relieve the department of psychology of this work and build up a bureau of educational research for the benefit of the public schools of Florida. Even with these two professors added our classes in the School of Education and Normal School will be very large.

Besides the above professorships, there should be added an assistant professor of industrial arts. This department has been suffering from a great influx of students and has actually been kept from offering advanced courses because there was nobody to teach them. Arrested growth spells disaster.

Even with these added teachers we will almost certainly be driven to using student assistants, if the experience of the past few years is any prophecy of the future.

BUILDING EXPANSION AND CONSERVATION.

The completion of the demonstration school building will enable us to make other use of the frame building now occupied by the primary grades. This building could be renovated and used for the kindergarten department which will likely flourish better in a separate building. One thousand dollars in alterations in the Education building will give the use of three additional rooms for college classes, and if an ell is added on the north side of the Education building this will give us still another class room and a small amphitheatre that may be used for large classes of a hundred or more. This addition of an ell to the Education building will cost $12,000 but it will add tremendously to the possibilities or handling large classes to which impending circumstances will undoubtedly force us.

The Educational building was put up during the World War and so the materials and work that went into it were not of the best quality; hence it is natural that there should be a rather rapid aging of the building manifesting itself in a troublesome leaky roof that will soon bring disaster to the building unless carefully repaired. I recommend that this building be most carefully repaired as a matter of economy.

THE NEEDS OF THE SUMMER SCHOOL.

The Summer School at the Florida State College for Women is one of the greatest professional enterprises of the State of Florida. It is the best means that our College has for coming in contact with and administering unto the needs of teachers actually in service. I wish to recommend for purposes of greater service to the State and greater helpfulness to teachers in service that the salaries of professors in the

Summer School be placed on the same scale as they are in the regular session. This will enable us to get and hold the best possible talent for our teachers in service. Nothing is more conducive to continuity of service than adequate salaries and nothing is more effective in building up a professionally strong faculty than continuity of service.

Nothing is more significant of the professional interest that is being aroused among teachers attending the Summer School than the fact that every summer larger and larger numbers are studying for college credit and satisfying college entrance requirements. During the past Summer School there were registered for college credit in School of Education alone not fewer than 160 students out of a student body of 526. A great many public school teachers in service have announced their intention of completing their work for a degree at our institution and our institution has made provision to grant degrees to them by counting Summer School work as continuous residence. There is also a demand for work leading to the Master's degree in the Summer School. All these genuine professional needs should be supported and encouraged by appropriations that will insure their satisfaction. No dollars go further professionally or are appreciated more than those spent on the Summer School.

OFFICE NEEDS.

With the constant expansion of the School of Education and Normal School and with the growth of the demonstration school, there is a very definite need for a secretary to look after the records, to take care of the correspondence, and to check up the results of Educational measurements in order that the dean may give his energy to his classes and to the continuous development of constructive educational policies. Money spent here will mean much saving of waste throughout the whole organization of the School of Education.

PROFESSIONAL PROGRESS.

The session of the Florida Legislature of 1923 founded a series of State scholarships for young women preparing in the School of Education of the Florida State College for Women to teach in the various public schools. This new policy of the State has done much to foster and enlarge the idea of professional preparation and to give opportunity to deserving young women of real ability.

During the last beinnium, several of the teachers in the School of Education have completed their advanced degrees at universities where they could get exactly the kind of professional improvement they needed. The policy of the board in granting a leave of absence for purposes of doing advanced work has had a very stimulating effect on professional progress in our institution.

SUGGESTED BUDGET OF NEW EXPENSES 1925-1927.

BUILDING PROGRAM.

Enlargement of demonstration school building	$ 80,000.00
Addition of an ell t onorth side of Education Building	12,000.00
Alteration of floor of one room and walls in two rooms in Education Building to get three new class rooms	1,000.00
Total	$ 93,000.00

NEW TEACHERS AND SECRETARY.

	1st Year	2nd Year
Two professors	$ 3,000.00	$ 3,100.00
	3,000.00	3,100.00
One assistant professor	2,200.00	2,400.00
Total	$ 8,200.00	$ 8,600.00
Two teachers in demonstration school	$ 1,300.00	$ 1,400.00
	1,300.00	1,400.00
Secretary for the dean of School of Education	1,100.00	1,200.00
Total	$11,900.00	$12,600.00
Total for biennium		$24,500.00

STATEMENT FOR OFFICE NEEDS.

	1st Year	2nd Year
Incidentals for files, records, paper	$ 150.00	$ 200.00
Total for biennium		$350.00

Building program	$ 93,000.00
Teachers and secretary	24,500.00
Office expenses	350.00
Grand total for biennium	$ 117,850.00

RECAPITULATION OF NEEDS FOR THE BIENNIUM 1925-1927.

The number of students in the School of Education and Normal School has grown from 120 in 1922 to 384 in 1924. This great increase of students together with the constantly growing demand for well prepared teachers in the public schools of Florida calls for a modern demonstration school, the enlargement of its staff of teachers, the addition of two professors of education and one assistant professor of industrial arts to the faculty of the School of Education, a program of building and conservation to take care of the larger student body in the School of Education and Normal School, and a generous recognition of the needs of the Summer School to encourage teachers in service to finish a degree.

Respectfully submitted,
NATHANIEL M. SALLEY, Dean.

To Dr. Edward Conradi,
President, F. S. C. W.,
Tallahassee, Fla.

P. S. Since the above report was written another college year has begun and the enrollment in the School of Education is even greater than anticipated in the body of this report. We have enrolled 526 students the School of Education. This is a justification of the modest proposals in the body of the report made for the enlargement of facilities.

Respectfully,
NATHANIEL M. SALLEY.

Sept. 30, 1924.

REPORT OF DEAN OF THE SCHOOL OF HOME ECONOMICS.

September 30, 1924.

President Edward Conradi,
Florida State College for Women,
Tallahassee, Fla.

Sir:

During the past two years the School of Home Economics has shared in the general growth of the College. For some time approximately ten per cent of the student body have majored in Home Economics, and the present enrollment again shows this proportion. It is interesting to note that while the proportion majoring in Home Economics is one in ten for the student body as a whole, in the senior class one in every seven is registered in this school.

PROFESSIONAL OPPORTUNITIES FOR OUR GRADUATES.

In the last biennial report of the School of Home Economics, mention was made of a new course for nurses, wherein the College cooperates with certain accredited hospitals of the State. Already one student has gone from the Colege for her period of hospital training, and four other students now in the College are registered for this course.

Many inquiries concerning properly qualified dietitians have come to the dean of this school. It has seemed wise, therefore, to allow a limited number of students interested in such work to specialize in Foods and Nutrition. More and more institutions are coming to recognize the value of having a trained woman at the head of an institutional food department, and we hope soon to have graduates whom we can recommend for such positions.

As a result of the increasing interest in child health, many civic organtions now employ one or more women specially trained in nutrition, to supervise the nutrition programs of their respective communities. While the number of such positions is not large, opportunity is offered to a few of our graduates in this interesting field of service.

Though these newer fields attract a few young women, by far the greater number go into teaching positions. For the most part these positions are within the State, but several of our graduates hold good positions in other states.

THE WORK OF THE SCHOOL.

As the health of the individual and of the family is so largely dependent upon the intelligent selection of food, special effort has been made to broaden the scope of the training in nutrition. In addition to classroom instruction, the School has cooperated with other divisions of the College, notably the College dining room and the Demonstration school, in various health projects. For the coming year we have promise of increased opportunity for work along these lines.

The courses in institutional management, offered through the cooperation of the College Dietitian, are being strengthened and shaped to fit the neeeds of our graduates.

Since the last biennial report, the teaching of human physiology has been transferred from the Department of Zoology to the School of Home Economics. We feel that the change is highly satisfactory, and that the work is being kept in line with recent developments in this field.

In accordance with the expressed desire of the College Staff and the Home Home Demonstration Division, the laboratory for Nutrition Research has been made an integral part of the School of Home Economics. Work of this nature is necessarily time-consuming, but we feel that we can report progress along several lines. Animal feeding experiments of various kinds are under way, among which studies of the vitamin value of the grapefruit and of the avocado are particularly interesting. A new type of work undertaken is a study of the energy metabolism of the collge woman. This should be of decided value, as few if any such studies have been made in this section of the country.

NEEDS OF THE SCHOOL.

The most urgent need of the School is for a Practice House, where senior students may have experience in homemaking, under careful supervision. The disadvantages of a rented house have long been recognized. During 1923 the College attempted to improve our conditions for work by remodeling an old house recently acquired with other property. In the unfortunate fire of November, 1923, not only the house, but all of our furnishings were completely destroyed. I make the earnest plea for sufficient funds to construct a well-planned and properly equipped house, which may serve as a model not only for students majoring in Home Economics, but for all other young women who go out from the College as prospective homemakers.

Senior students who are preparing to teach do a large share of their practice teaching in the Demonstration School of the College. The facilities for this work are totally inadequate. We have neither sufficient room nor suitable equipment. When purchased, several years ago, the equipment was of a cheap grade ,and was very limited in quantity. Since then, no funds have been available either for repair or for replacement, and we are seriously handicapped not only in the training of our teachers, but in the character of the instruction given to the younger girls. We cannot maintain a reasonable standard of efficiency under the present conditions.

The suggested budget which I submit with this report calls for an increase over that o fthe last biennium, and I hope that it will meet with your favorable consideration. In addition to the needs mentioned above, I should like to bring to your attention the following points.

All too frequently Home Economics education is considered as consisting entirely in the acquisition of certain useful skills. Yet, with the modern tendency toward elimination of production within the home, the homemaker becomes more and more concerned with the selection and wise use of commodities made outside the home. We need to lay more emphasis upon the economic aspects of the home, and we must provide opportunity for the formation of judgments of the values of the articles used within the home. We need (1) exhibits and illustrative material for comparison and study of the quality, suitability, and relative economy of standard textiles, house furnishings and household appliances and (2) we need apparatus for testing the strength and durability of household commodities of various kinds.

We need funds for the purchase of illustrative material and equipment for the teaching of nutrition and of child welfare, in order to make the classroom instruction more effective.

It is our desire constantly to raise the level of our training in home economics, and we ask your generous support of our endeavors.

Respectfully submitted,

MARGARET R. SANDELS,
Dean, School of Home Economics.

BUDGET 1925-1927.

Teaching Staff—

1. It is recommended that Miss Venable be relieved of responsibility for supervision of the practice house, in order that she may devote all her time to teacher-training. In making this change it is recommended that she be paid $2200.00 a year, the money equivalent of her present salary. This upon condition that she spends the summer of 1924 in study.
2. It is asked that an additional instructor be allowed, to take charge of the practice house, and to relieve certain other crowded schedules. It is recommended that $1800.00 a year be allowed for this instructor.

Summary of Budget (exclusive of salaries)—

Equipment, classroom teaching of home economics, $1000.00 per year	$ 2000.00
Physiology, $500.00 per year	1000.00
Nutrition Research laboratory, $1150.00 per year	2300.00
Demonstration School laboratories	550.00
Practice House	10,000.00
Furnishings	1,500.00
Upkeep of Practice House, $200.00 per year	400.00

REPORT OF THE DEAN OF THE SCHOOL OF MUSIC

August 12, 1924.

President E. Conradi,
Florida State College for Women,
Tallahassee, Florida.

Dear Sir:

The following is the Biennial report of the School of Music of the Florida State College for Women:

RESUME OF THE PAST BIENNIUM.

The School of Music has grown steadily in the past two years. The greatest artistic advance has been the organization of a Faculty String Quartette, which made its Concert debut last March. In this connection, new branches of study have been added, that of violoncello and the viola. Instruction has been offered for the past year in wind instruments and in ensemble playing in both string and wind instruments. Through the proportional allotment of the Student Activity Fee, the student body heard the following artists in music: Harold Bauer, Pianist; Frances

Macmillen, Violinist; Alberto Salvi, Harpist; Hinshaw Opera Company in Mozart's Impressario.

For the past year, one of the teachers in the School of Music has taught the Singing Gym classes, which include nearly one-fourth of the student body. The students assigned to these classes are those who, upon passing a physical examination, are advised not to take the more strenuous physical education.

The School of Music has worked under trying conditions for the past year on account of the rebuilding of the Auditorium. The various departments of the College were very considerate, however, in giving rooms to make it possible for the School of Music to carry on its year's work.

NEEDS OF THE DEPARTMENT.

The large concert organ to be installed in the auditorium in October, 1924, will still lack about $14,000 to $17,000 of being completed, a part of the organ being prepared for in the console only, because of lack of funds. This request is not solely for the School of Music equipment but also for the advantage of the entire student body.

A practice organ will be needed, costing about $2,500 to $3,000.

A new concert Grand Piano should replace the one that has been in constant use for nearly thirteen years.

More pianos for studios and practice rooms will be required as the enrollment increases.

Orchestral instruments will be needed in order to organize a College orchestra.

CROWDED CONDITIONS.

The reconstruction of the rebuilt auditorium wing of the Administration Building leaves the entire School of Music housed for studios and practice in rooms without plastering and finishing until more money is available to complete the work.

Eleven more rooms are required to take care of the School of Music than are contained in this rebuilt Auditorium wing. Two frame cottages will give temporary, unsatisfactory, housing to ten of the eleven rooms. Should the School of Music increase in proportion to the expected growth of the entire College, still more space will be needed.

There seems to be but two suggested solutions for the problem of needed studios and practice rooms. One is to offer another wing of the Administration Building for the use of the School of Music (building a new home for the department now occupying the wing), the other to build a School of Music building.

Respectfully submitted,

ELLA SCOBLE OPPERMAN,
Dean, School of Music.

LIBRARIAN'S BIENNIAL REPORT.

To the President:

I beg to submit the following biennial report of the Florida State College for Women Library for the years July 1, 1922 to June 30, 1924.

Volumes in the library July 1, 1922	13,841
Volumes accessioned and catalogued	3,542
Volumes not accessioned and catalouged	750
Total number of volumes in library, June 30, 1924	18,133
Number of pamphlets in library—estimate	1,000
Number of cards added to catalogue—estimate	14,168

It is almost impossible to keep complete records of books circulated, but the following figures give some idea of the use made of our collection:

Books circulated 1922-1923	51,390
Books circulated 1923-1924	77,086
Total number of books circulated	128,476

The financial report for the library is included in the report of the Business Manager.

Perhaps the most valuable purchase made during the past two years is that of eight maps of Florida, dating from 1826 to 1888. These maps are rare and the library is fortunate in securing them.

The library has received fifty books as gifts from various sources. In addition to books, subscriptions to ten magazines have been given to library as well as subscriptions to all of the city papers and some twenty county papers in the State.

A report would not be complete without calling attention to the needs of the library. Our library staff is inadequate to handle the work which it is supposed to do. There is a desperate need for trained assistants. Student assistants cannot take the place of trained workers.

It is interesting to know just where we stand with other colleges in regard to library staff. From a questionnaire sent to a number of Southern Schools with an average enrollment of 1200, the following facts are gleaned:

Winthrop College, North Carolina College for Women, Goucher College, University of North Carolina, Trinity College, University of Tennessee and Rice Institute all have from 3 to 7 trained assistants in their libraries. These are in addition to adequate student helpers, each working from 12 to 18 hours per week.

In the matter of salaries, the average for the schools mentioned above is as follows:

Librarians	$ 3308.33
Assistants (Trained)	1887.14

These institutions place the library staff with the teaching staff and not with the clerical staff. This is as it should be if the school wishes to employ those best fitted for the work.

Florida State College for Women with an enrollment of 965 has a librarian and one assistant who is a college graduate, and pays $300 for student help, including help during summer school. These figures are for the scholastic year 1923-1924.

With the increase in enrollment and the increase in the use of the library, it is not possible for the present staff to serve the students and the faculty well and keep the cataloguing and care of books up to the standard desired and needed by the College.

Although buildings not finished before June 30, 1924 are not, presumably, included in this report, I cannot close without reference to the new library, the west wing of which is now completed and in use. By many considered the most beautiful building on the campus, it is a source of pleasure to both students and faculty. Already, however, it is taxed to its capacity both as to seating of students and shelving of books.

Respectfully submitted,
LOUISE RICHARDSON,
Librarian.

REPORT OF STATE AGENT HOME DEMONSTRATION WORK.

President Edward Conradi,
Florida State College for Women.

Dear Sir:

I respectfully submit the following report which shows the progress, condition, service and needs of the home demonstration work in Florida as conducted cooperatively between Florida State College for Women, College of Agriculture, University of Florida and the United States Department of Agriculture, during the biennium ending June 30, 1924.

TERRITORY AND STATUS.

Of the 64 counties in Florida the biennium closed with 30 making appropritaions for the ensuing year. Three of those employ two home demonstration agents. Including the county workers, State workers, clerical force and the 8 negro home demonstration agents there are at present 50 persons under appointment in this branch of extension service.

That home demonstration work has a constructive and progressive program which is rendering a great service to the rural people and which is being received and well supported by the people of the State is shown by the fact that during the biennium there was a total of 4,631 women and 10,593 girls organized into clubs and carrying definite home demonstration projects under the direction of the home demonstration agents.

During the two years these agents have been given 12,655 demonstrations and lectures; held 8,070 meetings with a total attendance of 109,711; made 23,615 home visits; received 21,998 calls at office for purpose of securing help; have had 111,895 contacts with individuals relative to rendering service.

Efforts to arouse interest in counties without an agent are being made by personal visits to the counties, public lectures, demonstrations, newspaper articles, and sending of literature on various subjects when requested.

ORGANIZATION.

1922-23.	1923-24.
State Home Demonstration Agent.	State Home Demonstration Agent.
Assistant State Home Demonstration Agent.	Assistant State Home Demonstration Agent.
District Agent, North and West Florida.	District Agent, North and West Florida.
District Agent, South and East Florida.	District Agent, South and East Florida.
Poultry Specialist.	Dairy and Nutrition Agent.
Dairy Specialist.	Foods and Marketing Agent.
Conservation Specialist (3 mos.)	Assistant Clothing Specialist (2 mos.)
Assistant Clothing Specialst (3 mos.)	
Counties Employing Home Demonstration Agents for full time.. 29	Counties Employing Home Demonstration Agents for full time 29
Number County Demonstration Agents Employed 31	Number County Demonstration Agents Employed 31
Number County Demonstration Agents Employed for Short period 3	Number County Demonstration Agents Employed for Short period 7
Average term of Employment for full time workers, 10 mos.	Average term of Employment for full time workers, 10.8 mos.
Negro Home Demonstration Agents Employed 7	Negro Home Demonstration Agents employed 8

A statistical report of finances available for this work from State and Federal funds during the biennium follows:

I.

	1922-23.	1923-24.
Smith-Lever Federal	$ 2431.14	$ 1253.33
Smith-Lever State	36439.64	37797.25
U. S. D. A.	8418.75	8400.00

II.

College funds ....$16808.53 $ 8849.94

III.

County appropriations for agents' salaries, car expense and demonstration materials................$48390.36 $49920.68

PROJECT ACTIVITIES.

Nutrtition: Nutrition work as carried on by home demonstration agents during the biennium included the following:

(1) Food selection and body requirements. Special emphasis was given to the reason for using fruits, vegetables, unrefined cereals, poultry and dairy products in the diet.

(2) Food preparation and utilization developed through demonstrations and the study of principles of cookery. Development of club demonstration bread teams among the girls aroused much interest in breadmaking. 42 school lunches which provided for better nourishment for the children during the school day, have been established. General cookery was taught in all the counties.

(3) Child feeding and care through which study was given to bringing children to normal weight and health, received emphasis from the workers. Nutrition programs were established and clinics held in many of the counties in cooperation with the State Board of Health, Women's Clubs and school authorities resulting in such corrective work as treatment for hookworm, dental work and the adoption of a nutrition program for study. Reports show that many mothers have changed practices in child feeding and care.

(4) Food preservation and year-round gardens were encouraged in order to insure a varied diet all through the year.

(5) Home demonstation club members required to reach a certain physical standard before being allowed to represent the State at State and out-of-state meetings.

Food Conservation: Food conservation was stressed so as to preserve food for home use thus protecting health and reducing cost of transporting food from a distance to insure varied diet all through the year and to put surplus home products into marketable shape. Since the food conservation specialist has been added as leader for this phase of the work there has been a decided increase in the interest and amount of surplus home products canned for home use and standardized for market. Particular attention was given to special work with fish, figs, vegetables, and tropical fruits.

Clothing: During 1923 26 counties report 1460 women and 3364 girls as carrying the clothing work consisting of, selection, construction, remodeling, renovating, millinery and sewing in general. Millinery proved to be one of the most popular phases of the clothing program, 612 women were reported as making 2119 hats and 520 girls as making 953 hats during the year at an average value of $3.50 each at a saving from $2 to $10 per hat.

Gardening: Vegetable gardening is stressed that there may be a supply of vegetables for use in the diet the year round. The surplus of garden products are often marketed when fresh and canned. Reports show that during the biennium 235 women and girls worked with part-year gardens and 635 with all-year-round gardens.

Home Dairying: "A Dairy Club in Every County; a Dairy Cow on Every Farm" is the slogan adopted for the dairy work. The object of this phase of the work is to increase the quantity, improve the quality and stress a greater use of dairy products in Florida. Demonstrations and illustrative lectures were given during the biennium on such subjects as feeding dairy cows, proper handling of milk and utensils, nutritive value of milk and milk products, making of choice farm butter, cottage and cream cheese, tick eradication and simple farm remedies for the dairymen.

Poultry: The fact that during the biennium 2293 girls and boys and 2715 women carried on some phase of standard poultry work under the supervision of the home demonstration agents and the State poultry specialist shows that interest is being aroused in poultry development in Florida. Poultry is the chief source of income to farm women and girls. The projects undertaken with them by the home demonstration agents are: Standardization of flocks, poultry houses, development of better feeding methods and culling flocks for better egg production, poultry clubs with girls and boys, community and county poultry associations, and marketing of poultry products.

Home Improvement: All juniors and adults enrolled in home demonstration work are given special instructions in improving the interior and exterior of farm homes. The "Better Homes Contest" which was conducted in 1923 and '24 aroused much interest in refinishing household furniture, rearrangement of kitchens, improvement of rooms through furnishing, decorations, and working over old furniture, installing labor saving devices, improved equipment ,screening and remodeling dwellings according to plans furnished by home demonstration agents, home health and sanitation as well as the improvement of the home grounds by plantings according to plans furnished by home demonstration agents, and in painting buildings around the home. 1563 girls have carried definite projects in beautifying the home grounds. Interest is rapidly increasing in this phase of the work. A cottage near the College campus, the interior of which with furnishings worked over during the girls' short course in 1924, proved a wonderful example as to the improvement the girls could make in their own homes. Reports showing the home work which the girls have done in this connection since June 6th, 1924, are most gratifying.

Home Health and Sanitation: Emphasis is given to the necessity for adopting better sanitary practices. Special work has been done to emphasize the need for installing sanitary closets or out-houses, screening of homes, cleanliness in control of flies, mosquitoes and other insects.

Marketing: Realizing the need of marketing surplus home products much attention has been given to establishing curb markets, women's exchanges, home bureaus, egg circles, and poultry associations through which much interest has been aroused in marketing of dairy, poultry, garden and canned products and such miscellaneaus products as basketry and other articles made from pine needles, honeysuckle, wire grass and palmetto and home cookery. An idea as to what some scheme of marketing home products means to the women of the State, may be obtained by the following report from Volusia County:

"The roadside market at Daytona, with which the home demonstration organizations co-operate, is conducted more along the line of a stall market, each woman selling her own products. One woman reported an average of ten dollars a week, selling three hours on Saturday mornings. In the West Volusia Home Products Exchange $1131 have been banked in the past three months. One member reported over $200 worth, another $264 worth, a third $155 and a fourth $96. Mrs. Herman Nordman, president of the DeLand Home Demonstration Club, gave a very interesting report of her home industry project since she started November 1, 1923. It is as follows:

"Home cooking (cakes, pies, bread, meats, candy, etc.)	$ 900.45
Crystallizing	116.75
Jellies and marmalades	24.00
Hand work at spare time	27.00
	$1068.20"

SUPERVISION OF WORK.

The State office is responsible for the securing of county appropriations, appointing satisfactory agents, and general supervision of the work throughout the State. Assistance is given in developing community, county and State organizations, work with programs, subject matter, literature and demonstrations, training leaders and helping with community, county and State events.

The State is divided into two sections with a district agent for each section. Each district agent has direct supervision of the work in her territory. She gives attention to (1) office organization, records and reports, (2) maintenance and training of personnel, (3) program determination, (4) program analysis, (5) subject matter assistance, (6) publicity, (7) other work which goes to strengthen and develop home demonstration work among the juniors and adults in her district.

The assistant State agent assists with program determination and program analysis. She gives subject matter assistance to the agents. Through lectures, personal visits and demonstrations, she assists in creating interest and demand for the work in unorganized territory.

SPECIALISTS.

Because of the rapid growth of demonstration work, demands are so great for subject matter assistance along certain lines that it becomes necessary to have some person who is specially prepared responsible for subject matter given to agents and people at large and to lead in the proper development of the particular projects. At present there are three specialists working directly with the agents. These develop work with poultry, home dairying, nutrition and food conservation. In addition to these a clothing specialist who gave her time to millinery has been employed for five months during the biennium. Throughout the State even in many counties where there are no agents, requests are numerous for millinery and clothing instructions. The sewing project is the most popular of all and is designed so as to be the means of a great financial saving to those who take advantage of it. A clothing specialist to provide the necessary literature, subject matter assistance, and development of leaders for community and county and the work as a whole, could be the means of an enormous financial economy throughout the State. It is hoped that provision can be made for such a worker.

STRENGTHENING THE ORGANIZATION

Events which mean better service to the people are as follows:

Agents' Meeting: During September of each year, the annual agents' meeting was held for the purpose of further developing the work. The use of laboratories and other College equipment during these meetings have been of greatest value in giving special training in field practices, bearing on the projects for the ensuing year. Specialists in their lines of work from the United States Department of Agriculture, the University of Florida and the State College for Women have assisted in giving this training which enables the agents to take instructions directly from these institutions to the rural homes. A portion of each annual meeting is held at the University of Florida in joint session with the farm demonstration agents. During joint meetings, conferences are held on problems of work that are conducted by both men and women in Extension Work. These meetings bring about a better understanding of the general program of work and strengthen the cooperative spirit of the entire force.

During district meetings definite county and State programs of work for the entire year are worked out by the home demonstration agents, the supervisory staff and specialists.

Organizations among the people: In order to give definite instructions and to be able to follow up these instructions and obtain results from same, those people who are taking advantage of home demonstration work by undertaking one or more definite projects are organized into junior and adult clubs. From these community organizations have developed excellent county organizations which are rapidly increasing in number as a result of a broader outlook. As a result of the county organizations there has been formed a junior state home demonstration council and a state home demonstration council for adults. These organizations meet annually during the short course for the girls, and Farmers' and Fruit Growers' Week for adults. At these meetings the girls and women who have been chosen to represent their respective counties give reports of the home demonstration work which the clubs in the various counties are doing. They adopt various plans for future work.

Contests and leadership schools: County contests where the clubs girls completing their work make exhibits, have their products judged and where demonstration club teams enter various contests arouse much interest among both the juniors and the adults. Leadership schools which provide for the training of local leaders have been the means of causing a much larger number of people to adopt home demonstration practnces.

Camps and rallies: Camps and rallies which have proven very popular both among the juniors and adults are excellent for recreation and provide means for giving special instructions for training in groups which could not be given otherwise.

State Short Course: One of the most important meetings held at the College annually is the club girls prize winners short course. This course is attended by girls who have done outstanding work in their counties, and whose expenses including travel ,are given them as a reward for such work. These scholarships are provided by organizations among the club members themselves, county commissioners, school boards, rotary clubs, women's clubs, banks, merchants and individuals interested in the work. During the biennium 275 girls were sent to the College on these scholarships. Other than the information which the girls receive on various lines of work here, it is evident that the inspiration which they receive through this educational trip and personal contact with other club girls in the State, is developing wonderful leadership among the girls as they return to their county to put into practice those things which they have learned during the short course. Some idea as to inspiration and knowledge obtained during the short course may be had from the following extract from a club girl's letter regarding the short course. After describing the short course in full, including its many activities, the letter was closed as follows:

"The most wonderful short course from which we derived so much fun and education has meant much to all the girls from each section of the State who have had an opportunity to meet and know each other personally and learn varied lines of work. It gives us enthusiasm and ideas to take home to our clubs and communities. It makes us ambitious to be prize winners, good club members, and come back next year bringing new girls with us and to look forward to the time when we will be in school at the College."

A short course for women is held annually during Farmers' and Fruit Growers' Week at the University.

Awards for State Prize Winners: The Federation of Women's Clubs offer two State prizes of $50.00 each to the outstanding club girl in gardening and poultry work each year, the money to be used for educational purposes.

For the past two years Montgomery, Ward & Company has offered to the outstanding club girl of the State $140.00 to defray expenses to the National Club Congress which meets in Chicago annually.

Scholarships to the State College for Women: Interest in Extension Work in Home Economics has lead the following counties to make appropritíon for full scholarships for training in Home Economics: Hillsboro County, two; Palm Beach County, one; Dade County, three.

WORK AMONG NEGROES.

Negro home demonstration agents have been working in 8 counties during the biennium. The State office and home demonstration agents in the counties where these negro workers are located give general supervision to the work and advice to the workers. The work is supervised and reported in detail by the Local District Agent, A. A. Turner.

RESEARCH WORK.

During the early part of the biennium the Research Department was transferred to the Department of Home Economics. A full report of its activities will be found there.

PUBLICATIONS.

The following bulletins, leaflets and circulars were printed during the biennium:

Bulletin No. 43—Bread Work (2nd edition).
No. 44—A Handbook for Second Year Sewing (2nd edition).
No. 45—Florida Club Songs.
No. 46—A Handbook for First Year Sewing (3rd edition).
No. 47—Pickles and Relishes.
Leaflet No. 13—Program for Underweight Children.
No. 14—Weight Chart Explained.
No. 15—What it means to be Underweight.
No. 16—General Health Rules.
No. 17—Why We Need Food.
No. 18—What We Should Eat.
No. 19—How to Eat.
No. 20—Work, Play and Rest.

No. 21—What Becomes of the Food We Eat.
No. 22—Walking, Standing and Sitting.
No. 23—How Much to Eat.
No. 24—How Much Food Do I Need.
No. 25—Take Care of Your Teeth.
No. 26—Vegetables and Fruits.
No. 27—Milk the Best Food We Have.
No. 28—Foods that Give us Energy.
No. 29—School Lunches.
No. 30—Keep Away Diseases.
No. 31—Plan your Meals for One Day.
No. 32—Graduation.
Circular No. 971—Home Canning of Fruits and Vegetables.

Disbursements of Funds for 1923-25 and Budget Recommended for 1925-27.

	1923-24	1924-25	1925-26	1926-27
Dairy and Nutrition Specialist..	$ 916.66	2200.00	2400.00	2400.00
Dairy and Nutrition Specialist travel	354.44	1200.00	1300.00	1300.00
Clothing Specialist	250.00		2400.00	2400.00
Clothing Specialist travel......	300.61		1300.00	1300.00
Stenographer	91.64	1200.00	1200.00	1200.00
Mailing and Filing Clerk.......	1165.00			
Janitor	19.50	100.00	100.00	100.00
Bulletin Fund	2900.73	1800.00	1800.00	1800.00
Women's Institute Fund.......	2267.53	1680.00	2500.00	2500.00
Rserve Fund	483.38	570.00		
	$8749.94	$8750.00	$13000.00	$13000.00

Total budget 1923-25..................................	$ 17,499.94
Proposed budget 1925-27................................	$ 26,000.00

FINANCIAL REPORT

OF

FLORIDA STATE COLLEGE FOR WOMEN

FOR

THE BIENNIUM ENDING JUNE 30, 1924.

Tallahassee, Florida,
October 14, 1924

Dr. Edward Conradi, President,
Florida State College for Women,
Tallahassee, Florida.

Dear Sir:

I beg to submit herewith a financial report for the biennium covering the period from July 1st, 1922, to July 1st, 1924. You will note that even though there was a heavy increase in the attendance and necessarily a heavy increase in the demands upon the facilities and resources of the College, we have, by rigid economy and close management, been able at all times to keep within our resources and have not at any time had a deficit.

Practically all the balances shown on July 1st, 1924, are to cover contracts made but not yet completed and the balances are held to cover these contracts when completed.

Following is the financial statement:

REPORT FOR YEAR ENDING JUNE 30, 1923.

Total Resources from July 1, 1922, to July 1, 1923—

Educational Building Fund	$ 74,445.43
Educational Extension Fund	16,808.53
Educational Current Expense Fund	147,803.65
Seminary Interest Fund	7,971.76
Incidental Fund	55,821.29
Total resources for year ending July 1, 1923	$302,850.66

Total Expenditures from July 1, 1922, to July 1, 1923—

Educational Building Fund	$ 74,445.43	
Educational Extension Fund	16,808.53	
Educational Current Expense Fund	147,803.65	
Seminary Interest Fund	7,961.66	
Incidental Fund	38,599.58	
Total expenditures for year ending July 1, 1923		$285,618.85
Balance unexpended August 1, 1923		$ 17,231.81

CURRENT EXPENSES.

RESOURCES AND EXPENDITURES.

Resources:

Educational Current Expense Fund		$147,803.65
Incidental Fund		55,821.29
Seminary Interest Fund		7,971.76
Total resources for current expenses		$211,596.70

Expenditures—

Salaries	$144,995.85	
Night watchmen, janitors, etc	6,784.02	
Fuel, light and water	3,680.19	
Sundries	141.80	
Telephone and telegrams	340.46	
Bulletins and advertising	1,221.56	
Repairs and upkeep	5,225.57	
Stationery and postage	2,628.07	
Commencement expense	658.04	
Traveling expense	385.14	
Library Department	4,371.78	
Art Department	296.01	
Physics Department	629.92	
Chemical Department	2,990.46	
Botany Department	459.88	
Zoology Department	504.28	
Psychology Department	20.70	
Home Economics Department	1,564.22	
Model School Department	402.78	
Kindergarten Department	116.75	
Physical Culture Department	268.67	
Music Department	3,879.64	
Mathematics Department	27.50	
Commercial Department	541.55	
Manual Training	223.62	
Summer School	2,861.25	
Smith-Hughes Fund	225.48	
Practice House	662.34	
Reserve Fund	8,257.40	
Total expenditures for current expenses		$194,364.89
Balance on hand for current expenses August 1, 1923		$ 17,231.81

RESOURCES AND EXPENDITURES BY FUNDS.

Educational Building Fund—

Resources	$ 74,445.43
Expenditures	74,445.43

Educational Extension Fund—

Resources	$ 16,808.53
Expenditures	16,808.53

Educational Current Expense Fund—

Resources		$147,803.65
Expenditures—		
Salaries	$110,513.74	
Night watchmen, etc.	5,483.20	
Fuel, light and water	3,050.29	
Sundries	141.80	
Telephones and telegrams	277.56	
Bulletins and advertising	287.12	
Repairs and upkeep	4,492.39	
Postage and office supplies	2,020.47	
Commencement expense	467.29	
Traveling expense	385.14	
Library Department	3,363.35	
Art Department	291.16	
Physics Department	418.61	
Chemical Department	1,866.87	
Botany Department	49.53	
Zoology Department	150.31	
Psychology Department	14.20	
Home Economics Department	1,304.20	
Model School Department	368.49	
Kindergarten Department	115.90	
Physical Culture Department	191.64	
Music Department	3,353.24	
Mathematics Department	27.50	
Commercial Department	60.56	
Manual Training Department	203.02	
Summer School	2,861.25	
Practice House	660.34	
Smith-Hughes	219.48	
Reserve Fund	5,165.00	147,803.65

Incidental Fund—			
Resources		55,821.29	
Expenditures—			
Salaries	$ 26,520.45		
Night watchman, janitors, etc.	1,300.82		
Fuel, light and water	629.90		
Telephones and telegrams	62.90		
Bulletins and advertising	934.44		
Repairs and upkeep	733.18		
Stationery and postage	607.60		
Commencement Department	190.75		
Library Department	1,008.43		
Art Department	4.85		
Physics Department	211.31		
Chemical Department	1,123.59		
Botany Department	410.35		
Zoology Department	353.97		
Psychology Department	6.50		
Home Economics Department	260.02		
Model School Department	34.29		
Kindergarten Department	.85		
Physical Culture Department	77.03		
Music Department	526.40		
Commercial Department	480.95		
Manual Training Department	20.60		
Practice House Department	2.00		
Smith-Hughes	6.00		
Reserve Fund	3,092.40	38,599.58	
Balance on hand August 1, 1923			$ 17,221.71
Seminary Interest Fund—			
Resources		7,971.76	
Expenditures—			
Salaries		7,961.66	
Balance on hand August 1, 1923			10.10
Total balance on hand August 1, 1923			$ 17,231.81

REPORT FOR YEAR ENDING JUNE 30, 1924.

Total Resources from July 1, 1923, to July 1, 1924—		
Educational Building Fund		$235,875.00
Educational Extension Fund		8,750.00
Educational Current Expense Fund		183,626.50
Seminary Interest Fund		2,183.05
Incidental Fund		66,608.44
Total resources for year ending July 1, 1924		$497,042.99
Total Expenditures from July 1, 1923, to July 1, 1924—		
Educational Building Fund	$173,320.24	
Educational Extension Fund	8,749.94	
Educational Current Expense Fund	177,457.53	
Seminary Interest Fund	2,179.91	
Incidental Fund	45,143.71	
Total expenditures for year ending July 1, 1924		$406,761.33
Balance unexpended August 1, 1924		$ 90,281.66

CURRENT EXPENSES.

RESOURCES AND EXPENDITURES.

Resources—		
Educational Fund		$183,626.50
Incidental Fund		66,608.44
Seminary Interest Fund		2,183.05
Total resources for current expenses		$252,417.99
Expenditures—		
Salaries	$166,856.21	
Night watchman, janitors, etc	7,692.43	
Fuel, light and water	4,761.13	
Telephones and telegrams	336.11	
Bulletins and advertising	1,838.75	
Repairs and upkeep	9,161.91	
Stationery and postage	3,052.36	
Commencement expense	747.15	
Traveling expense	634.31	
Library Department	4,878.57	
Art Department	282.46	
Physics Department	1,278.44	
Chemical Department	2,391.86	
Botany Department	664.30	
Zoology Department	634.15	
Psychology Department	253.80	
Home Economics Department	1,093.68	
Model School Department	396.07	
Kindergarten Department	101.62	
Physical Culture Department	298.64	
Music Department	1,425.50	
Commercial Department	757.06	
Manual Training Department	186.30	
Summer School	1,604.88	
Research Department	1,024.30	
Practice House	1,642.99	
Reserve Fund	6,728.55	
Smith-Hughes Fund	226.62	
Organ	3,831.00	224,781.15
Balance on hand for current expenses August 1, 1924		$ 27,636.84

RESOURCES AND EXPENDITURES BY FUNDS.

Educational Building Fund—			
Resources		$235,875.00	
Expenditures		173,230.24	
Balance on hand August 1, 1924			$ 62,644.76
Educational Extension Fund—			
Resources		8,750.00	
Expenditures		8,749.94	
Balance on hand August 1, 1924			.06
Educational Current Expense Fund—			
Resources		$183,626.50	
Expenditures—			
Salaries	$129,573.74		
Night watchmen, janitors, etc.	6,917.13		
Fuel, light and water	4,265.64		
Telephones and telegrams	296.10		
Bulletins and advertising	740.33		
Repairs and upkeep	8,158.96		
Postage and office supplies	2,755.02		
Commencement expenses	716.75		
Traveling expenses	634.31		
Library Department	4,618.72		
Art Department	278.56		
Physics Department	732.30		
Chemical Department	1,013.25		
Botany Department	593.81		
Zoology Department	634.15		
Psychology Department	253.80		
Home Economics Department	1,093.68		
Model School Department	396.07		
Kindergarten Department	101.62		
Physical Culture Department	294.64		
Music Department	914.75		
Commercial Department	757.06		
Mainual Training Department	186.30		
Summer School Department	.88		
Research Laboratory	972.03		
Practice House	1,642.99		
Reserve Fund	4,894.87		
Smith-Hughes	189.07		
Reserve Fund (Organ)	3,831.00	177,457.53	
Balance on hand August 1, 1924			$ 6,168.97

Seminary Interest Fund—

Resources		$ 2,183.05	
Expenditures—			
Fuel, light and water	$ 495.49		
Telephones and telegrams	20.00		
Bulletins and advertising	1,078.08		
Repair and upkeep	58.50		
Postage and office supplies	146.40		
Commencement expense	30.40		
Library Department	238.23		
Botany Department	70.29		
Physical Culture Department	4.00		
Summer School	4.00		
Research Laboratory	34.52	2,179.91	
Balance on hand August 1, 1924			$ 3.14

Incidental Fund—

Resources		$ 66,608.44	
Expenditures—			
Salaries	$ 37,282.47		
Night watchman, janitors, etc.	775.30		
Telephones and telegrams	20.01		
Bulletins and advertising	20.34		
Repairs and upkeep	944.45		
Postage and office supplies	150.94		
Library Department	21.62		
Art Department	3.90		
Physics Department	546.14		
Chemical Department	1,378.61		
Botany Department	.20		
Music Department	510.75		
Summer School	1,600.00		
Research Laboratory	17.75		
Smith-Hughes Fund	37.55		
Reserve Fund	1,833.68	45,143.71	
Balance on hand August 1, 1924			$ 21,464.73
Total balance on hand August 1, 1924			$ 90,281.66

Summary of Balances on Hand August 1, 1924—

Educational Building Fund	$ 62,644.76	
Educational Extension Fund	.06	
Educational Current Expense Fund	6,168.97	
Seminary Interest Fund	3.14	
Incidental Fund	21,464.73	
Total	$ 90,281.66	$ 90,281.66

Respectfully submitted,

J. G. KELLUM,
Business Manager.

BOARDING DEPARTMENT.

Tallahassee, Florida,
October 14, 1924.

Dr. Edward Conradi, President,
Florida State College for Women,
Tallahassee, Florida.

Dear Sir:

I beg to submit herewith biennium report of the Boarding Department covering the period from July 1st, 1922, to July 1st, 1924.

This department of the College, I believe, is better organized and is being run more efficiently than ever before, but if we are to keep the department up to this high standard it will be necessary to have additional room.

Although the seating capacity of the Dining Hall was practically doubled three years ago, it is now only by crowding and doubling up that it is possible to seat all the students at one time. It will therefore be necessary to have the basement of the Dining Hall completed and converted into a dining room to take care of the rapid growth of the College. This should be done, if possible, before the opening of College in September, 1925.

The attendance of the College has increased so rapidly that it has been necessary to add considerable new equipment to the kitchen and dining room as well as replace some of the old equipment. We now have, however, I believe, one of the best equipped kitchens of any College in the South, and in order to give the best service and keep this department up to the present high standard it is necessary that it be well equipped. We are feeding at this time about twelve hundred people. This is about five hundred more than we were feeding two years ago when we made our last biennium report.

We purchase groceries at the lowest market wholesale prices. We buy from various wholesale houses in Jacksonville, New York, Philadelphia, Baltimore and Tallahassee. The things, however, purchased from New

York, Philadelphia and Baltimore are things that are not usually handled by wholesalers in Jacksonville. Wherever we buy in quantity, we secure competitive prices from various wholesale houses.

Under the head of "Superintendents' Salaries" I wish to call your attention to the fact that this includes the salary of the dietitian, assistant dietitian, and eight matrons who have charge of the various dormitories.

Under the head of "Servants' Salaries" is included the chef cook, the baker, and their assistants, the butcher, dishwashers and other help necessary for the preparation of food, also fourteen servants who look after the various dormitories, cleaning up the halls, bathrooms, etc., in this department.

All of our accounts have been audited by the State Auditor each year and a complete report made to the State Comptroller.

I would also call your attention to the item of refunds for the last year of the biennium. This item is made up of refunds made to parents who have paid board for a semester or a part of a year in advance and then on account of sickness or some good reason their daughter has to leave College. It is then necessary that we refund to them the unused portion of what they paid. This is larger the second year than the first for the reason that prior to the last two months of the first year of the biennium we did not show this on our expenditures or receipts but took the refunds from the receipts each month and showed only the net receipts. We thought, however, it would be better to show the gross receipts and carry the refunds as a regular expenditure. Only two months of the first year refunds are shown in this way, while the entire second year's gross receipts and refunds are shown here, hence the difference.

Following is the financial statement:

BOARDING DEPARTMENT.

STATEMENT.

Resources—			
Balance brought forward July 1, 1922			$ 17,234.39
Receipts—	1922-23	1923-24	
July	$ 2,051.41	$ 1,821.59	
August	1,540.32	1,042.09	
September	51,621.40	59,555.56	
October	1,807.11	7,132.17	
November	2,359.43	3,012.87	
December	1,722.75	2,204.12	
January	39,727.81	43,998.51	
February	10,417.60	17,193.89	
March	4,682.42	2,622.50	
April	3,225.33	3,728.38	
May	3,722.64	4,603.97	
June	15,884.08	15,043.55	
	$138,762.30	$161,959.20	
			$300,721.50
Total resources for the biennium			$317,955.89

Expenditures—	1922-23	1923-24	
Groceries	$ 46,474.21	$ 56,702.82	
Meat, lard and eggs	30,362.28	35,421.84	
Butter and milk	13,554.88	15,175.13	
Coal and wood	4,409.67	5,757.94	
Water and lights	6,631.63	6,596.04	
Laundry	1,152.30	1,665.25	
Ice	533.30	703.93	
Superintendents' salaries	8,791.67	8,443.34	
Servants' salaries	14,585.58	17,098.13	
Equipment and incidentals	6,210 33	8,868.72	
Janitor supplies	604.44	193.25	
Miscellaneous	214.36	....	
Refunds	388.95	5,732.80	
	$133,913.60	$162,359.19	
Total expenditures for the biennium			$296,272.79
Balance on hand July 1, 1924			$ 21,683.10

Respectfully submitted,

J. G. KELLUM,
Business Manager.

COLLEGE FARM.

Tallahassee, Florida,
October 14, 1924.

Dr. Edward Conradi, President,
Florida State College for Women,
Tallahassee, Florida.

Dear Sir:

I beg to herewith submit my biennium report of the College Farm covering the period from July 1st, 1922, to July 1st, 1924.

You will note that the farm, in addition to making it possible to secure fresh vegetables, the best quality of fresh pork and fresh sanitary milk for the Boarding Department, yielded a net income the first year of the biennium of $1,216.01. The second year, however, shows a deficit of $980.40. This was caused largely by the fact that in January, 1924, we had a freeze which caused a loss of a thousand or twelve hundred dollars to our vegetables and a loss of several hundred dollars to our winter pasture. Then, too, you will note that we spent several hundred dollars for building and installing equipment and purchasing a flock of chickens.

We have now installed a fine flock of White Leghorn chickens from which we hope to have a good supply of fresh eggs. It is our desire to make the farm a source of supply of the finest quality of fresh vegetables, milk, pork and eggs, and this at a saving to the College.

The records and accounts of the farm were audited each year when our other accounts were.

Following is the financial statement:

REPORT OF COLLEGE FARM FOR YEAR ENDING JUNE 30, 1923.

Receipts for Year Ending June 30, 1923—		
Receipts for July, 1922	$ 840.75	
Receipts for August, 1922	407.54	
Receipts ofr September, 1922	63.67	
Receipts for October, 1922	1,250.08	
Receipts for November, 1922	1,035.89	
Receipts for December, 1922	939.75	
Receipts for January, 1923	1,523.28	
Receipts for February, 1923	952.27	
Receipts for March, 1923	706.47	
Receipts for April, 1923	771.43	
Receipts for May, 1923	1,749.97	
Receipts for June, 1923	1,104.45	
Total receipts for year ending June 30, 1923		$ 11,345.85

Expenditures for Year Ending June 30, 1923—

	Equipment.	Payrolls.	Supplies.
For July, 1922		$ 519.15	$ 252.86
For August, 1922	$ 7.00	462.60	$ 91.67
For September, 1922		482.10	300.95
For October, 1922	7.25	464.50	312.33
For November, 1922		420.95	211.45
For December, 1922	14.25	305.00	691.14
For January, 1923	336.20	389.45	363.17
For February, 1923	14.06	365.00	371.23
For March, 1923	54.05	396.90	395.31
For April, 1923	12.60	476.45	698.01
For May, 1923	9.35	575.60	487.59
For June, 1923	8.00	306.10	327.57
	$ 462.76	$5,163.80	$4,503.28

Total expenditures for year ending June 30, 1923..........$ 10,129.84

Net gain for year..........$ 1,216.01

REPORT OF THE COLLEGE FARM FOR YEAR ENDING JUNE 30, 1924.

Receipts for Year Ending June 30, 1924—

Receipts for July, 1923	$ 1,499.80
Receipts for August, 1923	337.63
Receipts for September, 1923	336.85
Receipts for October, 1923	481.23
Receipts for November, 1923	1,505.34
Receipts for December, 1923	610.88
Receipts for January, 1924	1,134.06
Receipts for February, 1924	747.20
Receipts for March, 1924	691.50
Receipts for April, 1924	1,678.40
Receipts for May, 1924	1,663.18
Receipts for June, 1924	1,543.39

Total receipts for year ending June 30, 1924.... $ 12,229.46

Expenditures for Year Ending June 30, 1924—

	Equipment.	Payrolls.	Supplies.
For July, 1923	$ 44.37	$ 549.95	$ 340.88
For August, 1923	....	428.27	385.01
For September, 1923	....	475.30	100.68
For October, 1923	....	496.80	1,823.04
For November, 1923	....	335.85	538.96
For December, 1923	....	533.20	417.59
For January, 1924	....	234.20	449.48
For February, 1924	....	367.65	424.05
For March, 1924	440.35	531.40	1,247.99
For April, 1924	....	481.20	1,527.50
For May, 1924	....	528.95	294.80
For June, 1924	....	590.95	837.45
	$ 484.72	$5,553.72	$8,387.43

Total expenditures for year ending June 30, 1924	$ 14,425.87
To overdraft for farm for year ending June 30, 1924	2,196.41
By credit balance brought forward from year ending June 30, 1923	1,216.01
To balance due by farm for year ending June 30, 1924	980.40

Respectfully submitted,

By J. G. KELLUM,
Business Manager.

FLORIDA STATE SCHOOL FOR THE DEAF AND THE BLIND

SAINT AUGUSTINE

PRESIDENT'S

BIENNIAL REPORT

1922-1924

FOREWORD

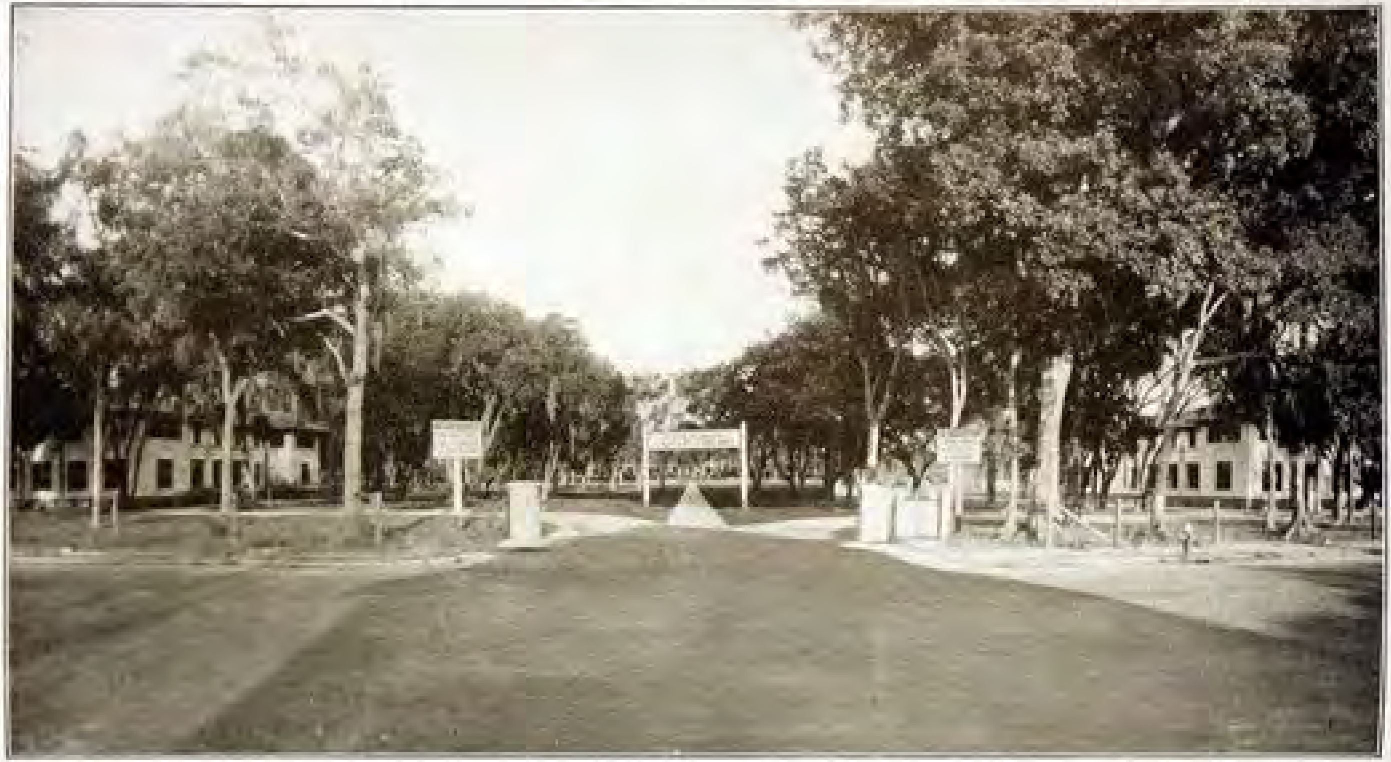
This report is from the press of the school and is the handiwork of the deaf students in this department.

◆

In our industrial department various trades are taught the deaf and the blind students—such trades as are considered practical for these people to follow after leaving school and thereby earn a livelihood.

ENTRANCE TO MAIN BUILDING

Here countless feet have pattered in
The quest of knowledge to begin.



VIEW OF THE SCHOOL FROM MAIN ENTRANCE AT SAN MARCO AVENUE

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ADMINISTRATION BUILDING

"Teacher! to thyself
Thou hast assumed responsibilities
Of heavy weight. A mighty peerless work
Is thine. The golden chords attuned by thee,
Or grown by thy neglect discordant, not
In time alone, but through the limitless
Expanse of all eternity, shall throb;
And should one note, which thou, by greater care,
More zealous labors, or by added skill,
Might now attune in harmony, be found
At last in dissonance with virtue, truth,
Or mental symmetry, in Heaven's sight,
Methinks a fearful guilt will on thee rest.
Thou hast to do with God's most noble work!
The image fair and likeness to himself!
Immortal mind! That emanation bright
From his Divinity! Sole transfer made
To man from his own deathless nature! Such,
Instructor, is thy trust. Thus sacred, high,
And precious, e'en beyond all finite power
To estimate, thy holy charge. No work
Of art, or finest mechanism in things
Material, hath e'er so challenged for
Its right discharge e'en the vast aggregate
Of human skill."

INDUSTRIAL BUILDING

State Officials

1924

STATE BOARD OF EDUCATION

His Excellency, Cary A. Hardee, *Chairman*	Governor
Hon. H. Clay Crawford	Secretary of State
Hon. J. C. Luning	State Treasurer
Hon. Rivers H. Buford	Attorney-General
Hon. W. S. Cawthon, *Sec'y*	Supt. Public Instruction

STATE BOARD OF CONTROL

P. K. Yonge, Pensacola, *Chairman*
E. L. Wartmann, Citra
W. B. Davis, Perry
J. C. Cooper, Jr., Jacksonville
A. H. Blanding, Bartow
J. T. Diamond, Tallahassee, *Secretary*

Faculty and Officers

SESSION 1922—1924

EXECUTIVE DEPARTMENT

Albert H. Walker, A. B., Litt. D.	*President*
Mrs. Mildred R. Thomas	*Secretary to President*

EDUCATIONAL DEPARTMENT

Teachers of the Deaf

Mrs. S. M. Moore, *Supervising Oral Teacher*

Miss Mary M. Dunlap
Miss Ethel Estridge
Miss Lena Estridge
Miss Mary Guilmartin
Mrs. Leonora H. Hopkins
Miss Agnes M. Lambert
Mrs. Lucille Lindholm
Toivo A. Lindholm, A. B.
Miss Nellie O'Connor
Miss Marie P. Orr
Miss Dorothy May Smith
Miss Eulah Spicer
Mrs. Rose May Underhill
Miss Ella L. Warren
Miss Isabella Warren
Miss Elizabeth Watrous
Odie William Underhill, A. B.

Teachers of the Blind

H. Wilson Beaty, *Head Teacher*

Miss Pearl Brown
Miss Lucille Ferguson
Mrs. Teresa Coodwin
Thomas M. Gibbs

Department of Music

Miss Daisy B. Wilson
Miss Dorothy May Smith

Department of Phyical Culture

Toivo A. Lindholm	Physical and Military Instructor
Thomas M. Gibbs	Blind Boys' Physical Director
Mrs. A. H. Walker	Coach Girls' Basket-ball

DEPARTMENT OF INDUSTRIAL TRAINING

O. W. Underhill	Instructor in Printing and Linotyping
Eugene Hogle	Instructor in Carpentry
Miss Willie McLane	Instructor in Sewing
Mrs. Lucille Lindholm	Instructor in Domestic Science
Miss Lucille Ferguson	Instructor in Weaving
Miss Pearl Brown	Instructor in Basketry
T. M. Gibbs	Instructor in Broom-making and Chair-caning

DOMESTIC DEPARTMENT

Mrs. Albert H. Walker	Matron
Miss Reka Folbrecht	Housekeeper
Miss Alice Clark	Assistant Housekeeper
A. W. Underwood, M. D.	Attending Physician
Miss Sallie Eubanks	Nurse
Eugene Hogle	Superintendent of Buildings and Grounds
Miss Willie McLane	Girls' Supervisor
Miss Letitia Bailey	Assistant Girls' Supervisor
Miss Mary Rhyne	Little Boys' Supervisor
Miss Helen Jones	Assistant Little Boys' Supervisor
Carl J. Holland	Large Boys' Supervisor
Thomas M. Gibbs	Blind Boys' Supervisor
Leonard Jones	Night Watchman

Wartmann Cottage

Mrs. A. S. Price	Housemother
Miss Eva Pearson	Little Girls' Supervisor
Miss Pearl Turner	Little Boys' Supervisor

Bloxham Cottage

Mrs. A. S. Price	Housemother
Miss Annie Camp	Little Girls' Supervisor
Miss Marie DeChaine	Little Boys' Supervisor

Department for the Colored

Walter Rembert	Teacher of the Blind
Virginia James	Teacher of the Deaf
Inez B. Harrison	Teacher of the Deaf
Katie Gregg	Housekeeper
Cary White	Boys' Supervisor

WARTMANN COTTAGE (PRIMARY DEPARTMENT)

BLOXHAM COTTAGE (PRIMARY DEPARTMENT)

President's Biennial Report

St. Augustine, Florida, October 1, 1924

To the Honorable State Board of Control,
State of Florida.

Gentlemen:

I herewith respectfully present for your consideration and information a report of the Florida School for the Deaf and the Blind for the period beginning July 1, 1922, and ending June 30, 1924. This report brings to a close the fortieth year of the history of the school.

In a number of previous reports we have outlined at some length the general scope and policy of the school. As there has been no change in this respect, it will be necessary to repeat in part what has been presented in former reports.

This being an educational institution, the matters of greatest concern obviously relate to school work, though almost coextensive in importance are matters pertaining to the industrial training and social improvement of our large household composed of the deaf and the blind youth gathered from families from almost every county in the State.

This school in reality is nothing more than one of the exponents of the established public school system of the State, reaching out so as to include children who by reason of impaired hearing or defective vision would otherwise be excluded from entering the public schools of the State.

To carry out this educational provision in the case of deaf and blind children requires somewhat more complicated machinery, somewhat more of expense, somewhat more of care and patience, but who is there that will grudge the necessary expense or gainsay the wisdom of a provision that brightens the lives and transforms into citizens children who through accident or birth or disease would otherwise be banished into eternal gloom and who in addition would become burdens to their parents, friends and community!

The question requires no argument for it is conceded that education and training of normal youth is necessary if civilization is to be cherished, and if this be true as relates to normal youth, how greatly is this truth magnified when we come to consider the importance of similar attention to the happiness and success of the youth who are handicapped by the loss of one of the senses.

As members of the State Board of Control you are, however, familiar with the purpose of the school and have an intimate knowledge of splendid achievements attained in sending out into the State many young deaf and blind students who have received the boon of an education and who in most cases have become happy, contented and self-sustaining citizens of the State. And the information contained in this report is submitted in great part only as a matter of record. You are too deeply interested in the welfare of the school and too active for its advancement to receive for the first time an account of its activities for the past biennium.

It gives me great pleasure to record the continued prosperity of the school in all departments. The attendance continues to increase from year to year and it is constantly a problem to provide facilities for the admission of all who seek to enter.

To be useful a school must be helpful and uplifting in all its activities. We have endeavored to establish and maintain a reputation for sound, practical instruction, divesting our special work of all superficial and impractical methods. We follow only those lines of education and training that we feel will eventually prove satisfactory to the graduate in adapting himself to the demands made upon him to earn a livelihood—and in bringing a few of life's higher pleasures to his restricted pathway.

In reviewing the work of the various departments of the school and presenting this review in the form of a report, we do so fully conscious of the fact that it will serve its highest purpose if it deals not too much in the smaller details of the life of the school and if it is held free from those technical terms that are peculiar to our line of special instruction.

We shall again follow the topical form for the report and endeavor under each heading to give such facts as we feel will be of interest to you and of interest to the records.

ATTENDANCE

Our records show that we enrolled two hundred and fifty-four pupils during the past biennium. The following table shows classification of pupils and attendance by counties:

WHITE		COLORED	
Deaf	153	Deaf	35
Blind	48	Blind	18

NUMBER OF STUDENTS BY COUNTY

Alachua	2	Nassau	2
Bay	2	Madison	1
Bradford	4	Manatee	2
Brevard	3	Marion	6
Broward	2	Monroe	1
Citrus	3	Okaloosa	3
Clay	2	Okeechobee	2
Columbia	2	Orange	7
Dade	14	Osceola	4
De Soto	2	Palm Beach	2
Duval	43	Pasco	4
Escambia	10	Pinellas	10
Gadsden	6	Polk	15
Hamilton	1	Putnam	6
Hillsborough	13	Santa Rosa	2
Holmes	4	Seminole	1
Jackson	8	St. Johns	10
Jefferson	2	St. Lucie	2
Lafayette	2	Sumter	4
Lake	3	Suwanee	7
Lee	3	Volusia	9
Leon	5	Walton	4
Levy	3	Washington	10
Liberty	1		
Total			254

TERMS OF ADMISSION

This school is intended to supplement the public school system of our State. Children residing in the State, between the ages of six and twenty-one, capable of attending a school and profiting by instruction, who from defective hearing or sight can not be taught in the public schools, are admitted here.

Hospital

President's Private Office

A child does not necessarily have to be totally deaf or totally blind to secure admission. To be admitted he must be unable to make progress in the public schools on account of defective vision or hearing.

This is a *school*. Its purposes are strictly educational. It is not custodial in its character. Children in such poor health as to be unable to attend school regularly or who have not sufficient mental ability to receive instruction and to progress thereby can not remain. Progress is the test.

Parents or guardians having a child who from defective hearing or vision can not be taught in the public schools should write the President of the school and ask for the blanks necessary to enter the child. These will gladly be furnished. There is a blank application which must be filled out by the parent or guardian. This blank contains questions as to the child's name, age, cause of deafness or blindness, general condition of health, physical and mental development, and other questions which will assist the school authorities in teaching and caring for the child. Then there is a blank certificate to be signed by the county commissioners from the county in which the applicant resides in case the parent or guardian is not able to pay a small charge per month for board. This certificate properly signed by the county commissioners entitles the child to free admission into the school. There are no charges then for anything, except the parent or guardian must clothe the child.

METHODS OF INSTRUCTION

We try to keep in touch with educational centers of the country and study with care any suggested change or improvement in our present methods of instruction.

In the department for the deaf experience has proven that no one or single method will meet the needs of all deaf children, therefore the combined system, or eclectic system, is used in the school. This method is in general use throughout the country. It is a method which includes all systems which the test of time has approved. Especial attention is given to oral instruction and every pupil, upon entering school for the first time, is placed under this method of instruction. If, after a fair trial, he shows no adaptability or progress, he is transferred to a manual class.

In the department for the blind modern methods of instruction have made it possible for the normal blind child to receive practically the same education as the seeing child. The New York Point system is used, and a course of study outlined in accordance with the text-books obtainable under this system.

The course of study as outlined provides the pupils with a liberal education. Besides the course of study, the pupil is brought into contact with many helpful agencies which tend to render him more active, independent and resourceful. We have the hopeful spirit of self-activity and achievement in the school. Our pupils often enter school in a lowly state of despondency, but soon they discover the possibilities that lie above and beyond their infirmity and they are transformed into children full of zest and vigor. To attain its fullest mission, the school must be a source of inspiration to noble achievement and must unfold the possibilities of usefulness in our deaf and blind children.

RHYTHMIC TRAINING

In this department we continue to stress rhythmic training for our deaf students with gratifying results in a number of instances. This work consists in developing the rhythmic sense in deaf children by the correlation of voice training, physical training and language.

There are two physical agents by means of which we appreciate sound. They are the ear and the whole nervous system. We give these children a vibratory education by training the whole nervous system to perceive sound and rhythmic images.

Rhythm in speech is the coordination of thought and feeling, as well as tonality. This work or activity helps for freedom of mind and body and organs of speech, and gives an opportunity for the imagination to act.

The object of this work is to create a rapid and regular current of communication between mind and body. The work develops attention, induces consciousness of vibrations and makes the pupils more responsive and elastic. It wakens the sense for tone and rhythm through sense of touch. Of special advantage are the vocal exercises which tend to strengthen the lungs and vocal organs, improving thereby enunciation and pitch of voice. The work is peculiarly attractive to the child and stimulates a desire for, and creates a habit of, lip-reading and speech and further perfects voice modulation.

No further explanation of this work will be undertaken other than to say that the vibrations are received by placing the hands upon some portion of the piano, preferably the top, where the full force of the vibrations may be received.

This work is being conducted with every attention possible and is under the supervision of competent instructors.

AURICULAR TRAINING

Not all children who enter school and classified as deaf are totally so; in fact, only a small percentage of children are found to be entirely void of the sense of sound, although particular pains must be taken to differentiate between sound perceptions and vibratory perceptions. A large number of deaf children enter school with a modicum of residual hearing, atrophied by neglect. To awaken and to educate this sense remnant is the object of this department.

Various musical instruments and other sound producing machines are used. Ear-trumpets, ear-tubes and various sound intensifiers are found to be helpful in many cases. Every pupil has to be given individual instruction, to a large degree, and the work must be outlined and planned to meet his peculiar condition.

The work in this department was thoroughly inspected last year by one of the leading aurists of the country and highly complimented.

The possibilities for helpful results are too apparent to further neglect this branch of educational activity.

COMPULSORY SCHOOL ATTENDANCE

Once again we desire to call your especial attention to a compulsory school attendance law.

A law should be passed which would require parents or guardians of deaf or blind children to send such children to the Florida School for the Deaf and the Blind, or to provide other-

Service Building

South View of Main Building

wise for their education. The term "deaf" or "blind" should be made to include not only those who are totally deaf or blind but also those of defective vision or hearing, who can not be educated in the public schools of the State. This is not only a just paralleling of our general compulsory attendance law, but it is a precaution against the expense which will grow out of the untrained minds and hands of these children since the State will ultimately be forced to support, partially or wholly, this class. It is also true that many parents of deaf and blind children are sentimental to a degree that borders on criminality, and under a false conception of kindness, deprive them of an education by keeping them from school.

HEALTH

As the years pass we are taking more thought for the health of the children who from necessity are found in this school.

We are pleased and thankful to state that the general health of our pupils for the past biennium was most excellent; in fact, it was remarkable. With the exception of a few slight ailments peculiarly related to child life or to growing children, the school has been singularly free from sickness. The school has lost by death only three pupils in the past twenty-two years and these deaths were from constitutional maladies beyond the skill of any physician. This healthy condition is no doubt due in large part to the special location of the school, and to the regular habits, wholesome food, and a proper assignment of work and play.

SOCIAL LIFE

A confessed weakness in institutional life is the lack of proper social training. This is specially true of schools for the deaf and the blind. More value should be attached to the social side of our educational endeavors. Standing in relation of parents to child for many of the most impressionable years of a child's life, we must strive in every conceivable way to make the home training and home refinement second to no other school activity. To this end parties or school socials are given at stated times during the year and in addition, formal and informal functions are given the pupils by the different officers and teachers. These diversions from the regular routine of school work also tend to break the monotony of school life, brighten the lives of the pupils, and refresh body, mind and soul for the duty of the morrow.

DISCIPLINE

School life should be made as natural as possible. Rules and regulations have been reduced to a minimum, for self-control can come only through liberty and through freedom from artificial restrictions. Yet we do not extend liberty to the end that a child may do as he pleases. It is a liberty interpolated with daily suggestions. We strive to show our boys and girls that we believe in their good intentions. Seldom do cases come up for disciplinary attention. Our pupils are a well-behaved and mannerly set of young people. And being busy and interested in their school activities, they need little disciplining.

HOUSEHOLD DEPARTMENT

The affairs of this department have received much care and attention and everything has been conducted with due regard for the comfort, health and happiness of the pupils, teachers and officers. To the end that the efficiency of this department be sustained, perfect harmony is essential and this harmony has been secured and preserved with little difficulty. The constant care of so large a household of defective children is no small task, and when it is realized that most of our children have to pass from irresponsible childhood into responsible manhood and womanhood under our protection, care, and guidance, the magnitude of this responsibility may be partially understood. We strive to inculcate correct habits of life and high ethical conceptions of pure and refined living. The physical, mental and moral training are harmoniously blended in the daily school life and each receives the utmost care and attention.

Care and economy have been practiced at every point, and expenditure have been kept well within the appropriation made for the maintenance of the school. The purchase, distribution, and consumption of supplies have received careful attention.

The housing, proper dietary and careful adjustment of clothing during the climatic changes, is at all times a serious proposition, to say nothing of the educational development—all these require the undivided time and attention of those upon whom these duties devolve.

This department is well systematized and the health and general appearance of our pupils convey the assurance that they are well looked after.

DEPARTMENT OF MUSIC

Not all blind pupils can receive musical training sufficient to enable them to follow it as a vocation after leaving school and thereby earn a livelihood. Some, however, do have the temperament, or the adaptability, to successfully complete the musical course and make it their chosen profession after leaving school. A large number of our blind pupils can never hope to develop into finished musicians, but shut off from the great world of nature and from the enjoyment of all those pleasures carried from the eye to the brain, we must forego trying to commercialize every instinct in the lives of these children, and try to scatter some happiness in compensation for the loss of sight. And in music they find a recreative enjoyment that has an esthetic value all their lives.

Instruction in this branch is given on the piano, pipe-organ and violin. Voice culture also receives its proper attention. Competent instructors are employed for this department, and the progress of the pupils has been highly satisfactory.

INDUSTRIAL OR MANUAL TRAINING

This department is fulfilling in many ways the object for which it was created. The printing office and cabinet shop are proving their usefulness in turning out boys who can easily find employment at good wages. The broom-shop and chair-caning department are doing good work. The rug-weaving department continues to make progress. The domestic science department continues its fine work in instructing our girls in the art of home-keeping and cooking. The instruction in sewing, crocheting and knitting continues to be an important feature in this department

AUDITORIUM

DINING-ROOM

We, however, feel the need of expansion here, but for lack of room we can add no new features until dormitory space is provided for the boys of the school who now occupy the entire second floor of this building. The industrial side of our work must be enlarged and with the new buildings planned for the future, we can put into operation several new phases of industrial training which will add very materially to this department.

However, we do not intend to lower the cultural standing of the school while striving to advance the vocational side. Both must be fostered and perfected as far as possible. The two subjects are coeval and should interlap in the curriculum of the school, giving due consideration at all times to the individual.

MILITARY TRAINING

This feature was introduced into the school last year for our deaf boys. Two companies were formed—one from the larger boys and one from the smaller boys. A competent instructor was secured to properly drill these two companies. Already the wisdom of this added feature to the school curriculum has manifested itself in the deportment, physical development and in the natural carriage of our boys.

NEEDS

Under this head we are asking for sufficient appropriations to take care of the continued growth of the school and also to improve certain almost vital features which have been neglected for a number of years. The amounts named have had careful thought and are as exact as we can possibly make them. They are not fanciful or haphazard guesses.

(a) *Kitchen for Main Building*

We emphasized the need of this kitchen in our last report, but failed to secure funds to make the necessary enlargement and to supply it with proper equipment. Time has greatly enhanced the demand for this kitchen.

When our Administration Building was erected, the kitchen and pantry were greatly reduced in size in order to complete the building within the appropriation allowed. Our present kitchen is about 18 by 18 feet with pantry and dish-room in proportion. It can readily be seen that this is a very unsatisfactory condition in which to prepare meals and to carry on the activities of this department under such cramped conditions.

A new pantry, kitchen, refrigerating plant, store room and dining-room for servants is badly needed.

The amount necessary to put this department in a satisfactory condition will be twenty-five thousand ($25,000) dollars.

(b) *Athletic Field*

We have no gymnasium, we have no suitable playgrounds. The absolute need of physical training for these children should be one of our first considerations.

We have available space for playgrounds and athletic sports, but it is undeveloped. The eastern boundary of this property is exposed to the ever-encroaching effects of the tides and the first and heaviest expense will be to bulkhead this property, not only to make it available as an athletic field and playground but to preserve the whole eastern boundary of the school property. After it has been properly bulkheaded, it will be necessary to bring it to a level and sod it, or parts of it, with grass.

The estimated cost for this improvement is twenty-five thousand ($25,000) dollars.

(c) *Extension Department*

This school should have a representative to travel throughout the State looking to the accomplishment of several purposes.

There are many deaf and blind children in the State who should be here and are not. This is largely due to ignorance, cupidity, or misplaced affection of parents and in a great many instances to the indifference of communities. A large number of these children will grow into adult life in a state of ignorance beyond the power of human comprehension unless some means are devised whereby the parents can be induced to send them to school. A representative from the school could visit these parents in their homes, come in personal contact with them, explain just what the school stands for and how it will take care of and educate their child. Visits like these are seldom resultless. Aside from the humane viewpoint of searching out and bringing these children to school, the economic value to the State should not be overlooked. Every child snatched from a life of dependency and trained to useful and upright living has its unit of value to the State.

This representative of the school could be helpful to an increasing number of adult blind in the State—especially to those who have lost their sight after reaching maturity. People of this character are prone to despondency and melancholia and in many instances become a burden not only to themselves and to their relatives, but also to the community in which they live. Periodical visits could be made by our representative to these people. This representative would instruct these people how to read the raised print of the blind and possibly be helpful in suggesting ways or in assisting a number to become self-supporting, partially so, to say the least. We feel that results of a very satisfactory nature can be secured by establishing such an extension department in connection with the school. In our opinion this is far more desirable at present than establishing a home for the adult blind.

A most hopeless, a most pitiful sight is the mother when she first discovers that her baby is either deaf or blind. The school representative will seek out such homes as these and instruct the mother how to properly train and prepare the child for his school life when he reaches the age of six.

To do this work for the biennium, and to do it well—it is best not to undertake it if we can not do it well—will necessitate an appropriation of eighty-five hundred ($8,500) dollars. This sum is to be expended for salary and traveling expenses of the representative and also to provide books for the indigent blind. Any balance to revert to the current expense account of the school.

(d) *Campus*

We are trying to maintain our campus so that it will contribute to the education of the boys and girls who come here.

Library

Music Studio

A few more cement walks are needed and a beginning should be made in beautifying the campus with flowers and shrubbery.

To carry on this work for the next two years, the sum of three thousand ($3,000) dollars is needed.

(e) *General Repairs*

The sum of five thousand ($5,000) dollars will be needed for the general upkeep of the buildings and grounds for the next two years. A little repairing here and there at a small initial cost and at the right time prevents a final heavy expense. We strive to keep our buildings in perfect condition and inspection is invited at all times, but with the yearly wear and tear, added to the natural destructive tendency of children and young people, it means a constant outlay of money.

Out of this repair fund must come a sufficient amount to refurnish the school with various household necessities, such as beds, bed linen, table linen, blankets, mattresses, rugs, etc.

(f) *Scholarships*

The question of higher education for the graduates of this school is a serious one. While the State makes ample preparation for the higher education of her normal child, none is made for the subnormal child. A premium should not be put upon the ambitions of our graduates who seek a higher education. Their struggle for an education is severe by the very nature of their subnormality and every reasonable assurance and encouragement should be given them in their commendable educational endeavors. I quote from a late report:

"Today higher education is within reach of almost any ambitious and persevering normal boy and girl. This school is turning out worthy graduates who are desirous of taking an academic education, but the cost of attending a college or university is in most cases prohibitive for the reason that a blind student cannot secure the necessary text-books in an embossed form. To pursue his studies he must employ the services of some one to read for him. This is quite expensive.

"Some aid should be extended these ambitious deaf and blind boys and girls of Florida who desire to minimize their affliction and to rise to work out in life something worth living for."

Two deaf graduates of this school through the aid of these small scholarships successfully passed through the National College for the Deaf, known as Gallaudet College, this year and have received their diplomas. We also have a totally blind young woman taking the Mus. B. course in our State College for Women.

For the next two years I ask two thousand five hundred ($2,500) dollars for this purpose. Any unexpended balance to go toward further purchase of books for the library.

(g) *Athletics*

Notwithstanding our cramped circumstances on account of lack of grounds, we put forth every effort to give some kind of physical training to every pupil in the school.

A small sum is again asked for to equip and train our athletic teams and to continue to put them in the field where they can come in contact and compete with the high school teams throughout the State. The school has been represented by creditable football, basket-ball, and baseball teams during a number of years past.

We therefore ask for the sum of seven hundred fifty ($750) dollars to carry on this department for the next biennium.

(h) *New Boilers*

It will only be a short time until we will have to replace four of our old boilers. Other replacements, such as valves, piping, etc., will also be necessary.

The sum of seven thousand five hundred ($7,500) dollars is therefore needed for this work.

(i) *Boys' Dormitory*

The school has never had a dormitory for our larger boys and girls. The girls are housed in the Administration Building and the boys occupy the second story of the Industrial Building, which is only a makeshift, crowded, and inadequate for dormitory purposes. In the three rooms devoted to this purpose we have nearly one hundred boys. Besides, this space in the Industrial Building is badly needed for the introduction of added industrial work. Our boys have no study rooms, no recreation halls, and few real dormitory conveniences.

It will take eighty thousand ($80,000) dollars to erect this building.

(j) *Completing Bloxham Cottage*

The appropriation for this building was sufficient with the exception of a tile roof. This roof will cost twenty-five hundred ($2,500) dollars.

(k) *Salaries*

Salaries for teachers and officers for the year 1924-1925 will amount to $42,480. We are asking for $47,500 for 1925-1926 and for $49,200 for 1926-1927. The increases are asked for in order that we may continue to secure and to hold highly experienced teachers and officers, and also to add one or two additional teachers to our faculty. We find that our greatest economy is secured to the school in proportion to the salaries we are able to offer.

(l) *Maintenance*

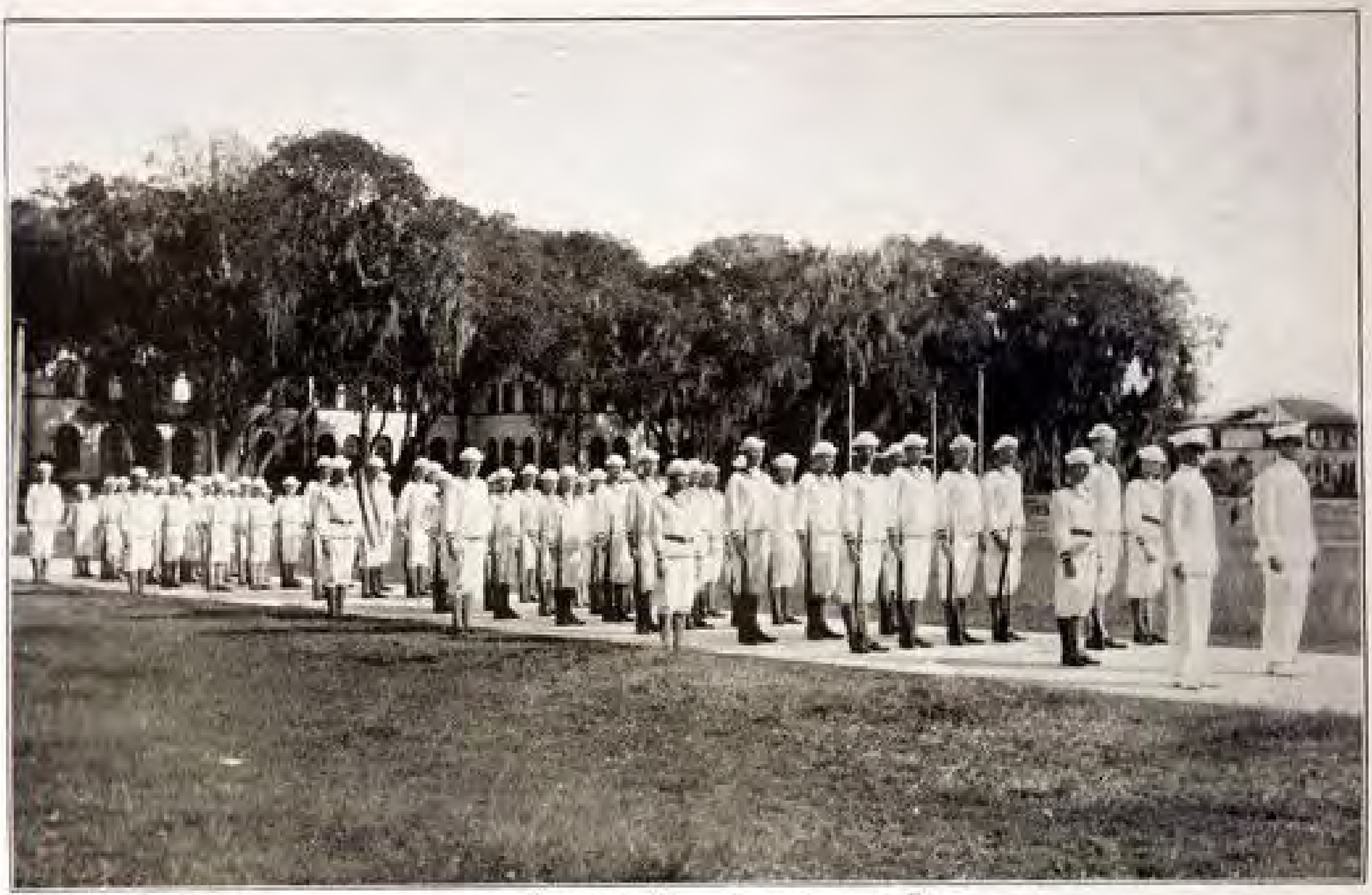
For maintenance for the year 1925-1926 we ask for $55,000 and for the year 1926-1927, $58,300.

The total amount therefore necessary for current expenses of the school—salaries and maintenance—for 1925-1926 is $102,500 and for 1926-1927, $107,500.

The enrollment for the year 1924-1925 is two hundred and fifty. Basing future numerical increase by past experience and records, the coming two years will show an enrollment of two hundred and seventy-five and three hundred respectively.

The average cost per capita in schools for the deaf throughout the United States from latest figures available show this average to be well above $400.00.

We, however, by stressing economy in all departments are asking for a smaller per capita than the $400.00 average. Our per capita under figures presented will approximate $380.00, which is as low as we can possibly make it and at the same time keep up the high standard of the school.



Military Training—Department for the Deaf

SUMMARY OF NEEDS

	1925–1926	*1926–1927*
1. Salaries	$ 47,500	$ 49,200
2. Kitchen (Addition to)	25,000	
3. Athletic Field	25,000	
4. Extension Department	8,500	
5. Campus	3,000	
6. Repairs (General)	5,000	
7. Library and Scholarships	2,500	
8. Athletics	750	
9. New Boilers	7,500	
10. Boys' Dormitory	80,000	
11. Completing Bloxham Cottage	2,500	
12. Maintenance	55,000	58,300
13. Reserve Fund	2,500	3,000
	$264,750	$110,500

CONCLUSION

This closes my report for the biennium 1922-1924.

As the rapid increase and expansion of the school greatly adds to the burden of responsibility which must ever stay upon my shoulders at all times, I feel that it could not be borne if it were not for the fact that your honorable Board and the teachers and officers working under me did not give me such hearty and intelligent support.

It has been your great confidence in me through these many years that has made it possible for me to perform my work with my maximum of efficiency and with the greatest of enjoyment. And for this confidence on your part, I am thankful.

Then, too, I am supported in the execution of my plans and ambitions by a corps of teachers and officers that give me loyal support and hearty co-operation.

Thus surrounded and thus supported, I have been able to give the deaf and the blind children an education that has stood and is standing the test of life.

Respectfully submitted,

A. H. Walker.

President.

Financial Statement

For the Year Beginning July 1, 1922, and Ending June 30, 1923.

CURRENT EXPENSE FUND—STATE APPROPRIATION

Resources:		
Balance Brought Forward July 1, 1922		$ 3,567.27
Legislative Appropriation		80,000.00
		$83,567.27
Expenditures:		
For Salaries	$42,059.58	
For Equipment, Furniture and Apparatus	14,003.87	
For Heat, Light and Water	3,303.20	
For Postage, Stationery and Office Expense	477.18	
For Buildings and Repairs	3,966.07	
For Traveling Expenses	1,147.51	
For Freight and Express	1,081.51	
For Feed and Groceries	13,515.97	
For Books and Publications	1,631.28	
For All Other Purposes	2,381.10	$83,567.27

INCIDENTAL FUND—SUNDRY COLLECTIONS

Resources:	
Balance Brought Forward July 1, 1922	$ 1,181.54
Receipts during the Year	883.50
	$ 2,065.04
Expenditures:	
For Buildings and Repairs	$ 324.89
Unexpended Balance on July 1, 1923	$ 1,740.15

BUILDING FUND—STATE APPROPRIATION

Resources:	
Balance Brought Forward July 1, 1922	$28,415.61
Expenditures:	
For Construction of Annex to Building for Negroes	$28,415.61

SUMMARY OF RECEIPTS AND DISBURSEMENTS

Together with the Balances in the Various Funds

	Receipts	*Expenditures*	*Balances*
Current Expense Fund	$ 83,567.27	$ 83,567.27	....
Incidental Fund	2,065.04	324.89	$ 1,740.15
Building Fund	28,415.61	28,415.61	....
Totals	$114,047.92	$112,307.77	$ 1,740.15

Financial Statement

For the Year Beginning July 1, 1923, and Ending June 30, 1924.

CURRENT EXPENSE FUND—STATE APPROPRIATION

Resources:		
Legislative Appropriation 1923		$87,450.00
Expenditures:		
For Salaries of Teachers	$36,063.61	
For Labor	8,401.34	
For Equipment, Furniture and Apparatus	11,428.66	
For Heat, Light and Water	3,973.26	
For Postage, Stationery and Office Expense	299.16	
For Advertising and Printing	244.29	
For Buildings and Repairs	6,466.50	
For Traveling Expenses	1,600.98	
For Freight and Express	1,439.43	
For Feed and Groceries	16,565.60	
For Books and Publications	150.07	
For all Other Purposes	817.10	—$87,450.00

BUILDING FUND—STATE APPROPRIATION

Resources:		
Legislative Appropriation 1923		$60,000.00
Expenditures:		
For Heating Plant	$13,205.64	
For Cottage and Equipment	18,623.60	
For Athletics	258.45	
For Fire Protection	2,828.49	
For Repairs and Campus Improvement	1,107.00	
For Books and Publications	450.00	—$36,473.18
Unexpended Balance on July 1, 1924		$23,526.82

INCIDENTAL FUND—SUNDRY COLLECTIONS

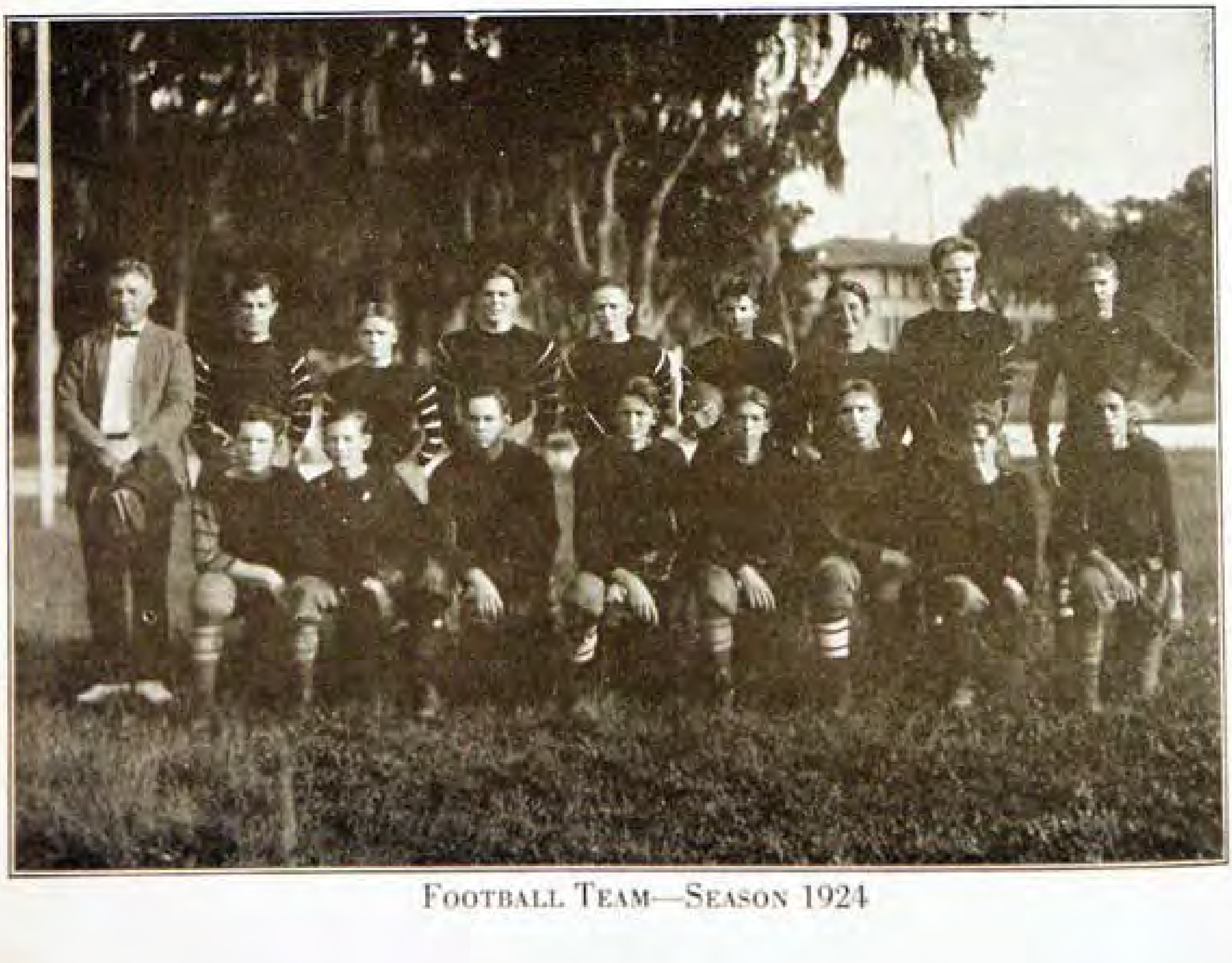
Resources:	
Balance Brought Forward July 1, 1923	$ 1,740.15
Receipts Collected during the Year	1,585.56
	$ 3,325.71
Expenditures:	
For Buildings and Repairs	$ 1,047.28
Unexpended Balance on July 1, 1924	$ 2,278.43

SUMMARY OF RECEIPTS AND DISBURSEMENTS

Together with the Balances in the Various Funds

	Receipts	*Expenditures*	*Balances*
Current Expense Fund	$ 87,450.00	$ 87,450.00	....
Building Fund	60,000.00	36,473.18	$23,526.82
Incidental Fund	3,325.71	1,047.28	2,278.43
Totals	$150,775.71	$124,970.46	$25,805.25

Girls' Basket-Ball Team—Season 1924–25



Football Team—Season 1924

Roster of Students

Biennium 1922-1924

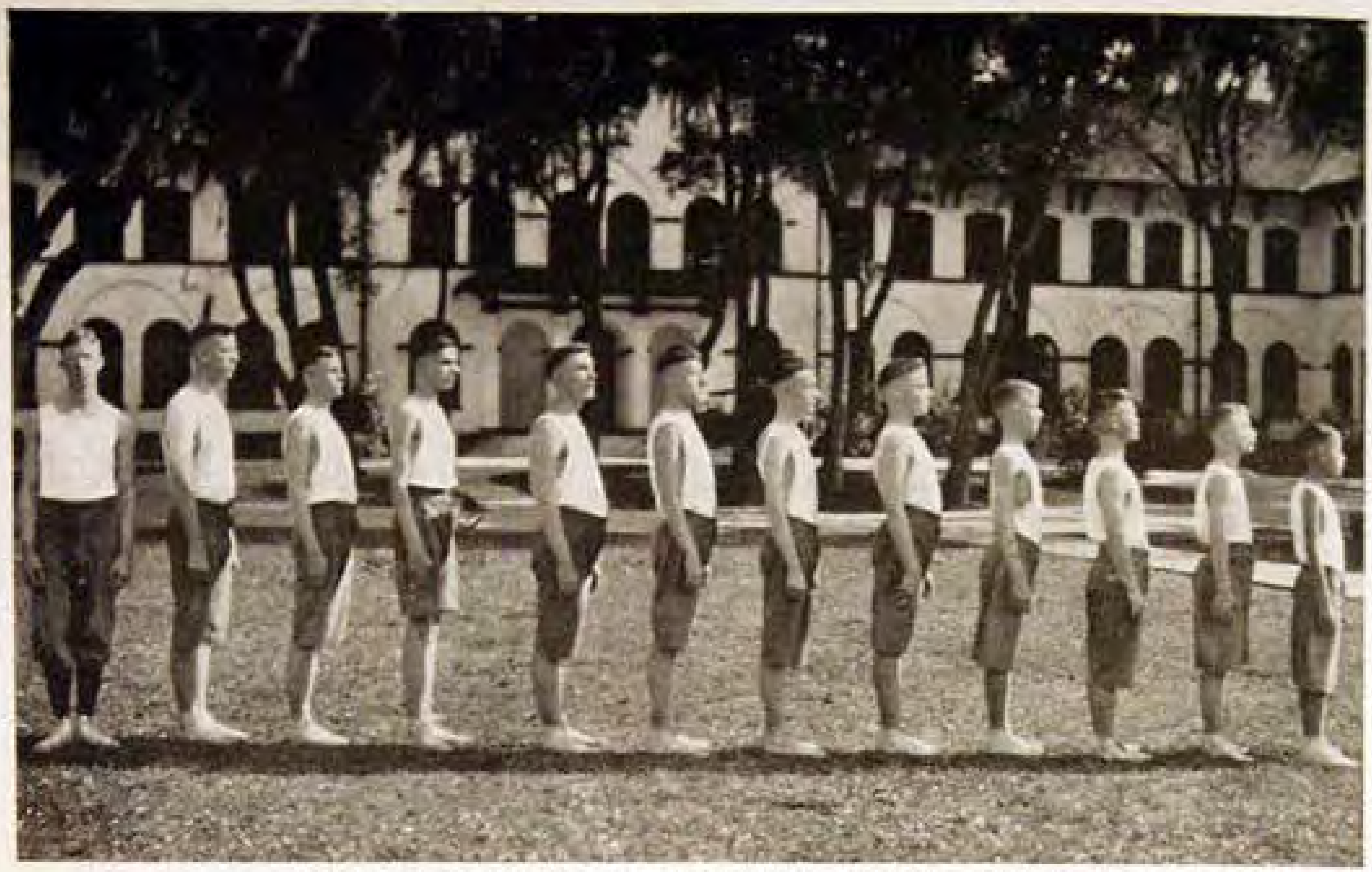
Deaf Boys

1.	Ates, Henry	Santa Rosa
2.	Bledsoe, Edwin	St. Johns
3.	Blue, Dalton	Washington
4.	Bodie, Archie	Washington
5.	Buxton, Frank	Polk
6.	Caliguiri, Florian	Hillsborough
7.	Clemons, Edward	Hillsborough
8.	Clevenger, George	Okeechobee
9.	Collins, Bernard	Escambia
10.	Cox, Rowland	Dade
11.	Cumbie, J. D.	Polk
12.	Cunningham, Dan	Dade
13.	Drew, Homer	Orange
14.	Echols, Leroy	Suwanee
15.	Eichelberger, Robert	Hillsborough
16.	Eigle, Louis	Lake
17.	Erpenbach, Stanley	Dade
18.	Forde, Duward	Duval
19.	Gilbert, Chester	Washington
20.	Gillett, Wesley	Manatee
21.	Godwin, Pete	Polk
22.	Greenleaf, Lewis	Duval
23.	Hague, Curtis	Palm Beach
24.	Hall, Lee	Duval
25.	Hall, William	Duval
26.	Haslett, Edgar	Duval
27.	Hay, Elzie	Polk
28.	Heisler, Rex	Jackson
29.	Henderson, Billie	Pinellas
30.	Hicks, Sherwood	Escambia
31.	Hines, Irvine	Marion
32.	Hoagland, Robert	Duval
33.	Hoagland, Sidney	Duval
34.	Holland, Carl	Volusia
35.	Hutson, Eddie	Levy
36.	Isaacs, Lewis	Alachua
37.	James, Clyde	Lee
38.	Jennings, L. E.	Okeechobee
39.	Johns, Everett	Bradford
40.	Jordan, Edward	Suwanee

41. Kalal, Khaleel	Polk
42. Kalal, Rogie	Polk
43. Knott, Samuel	Volusia
44. Lewis, William	Columbia
45. Lightbody, Addin	Nassau
46. Long, Dan	Leon
47. Lovett, Marvin	Duval
48. Lowrey, Horace	Holmes
49. Melton, Walter	Polk
50. Mitchell, Dana	Hillsborough
51. Motley, Neal	Holmes
52. Mott, Avery	Nassau
53. Morrow, Mervin	Sumter
54. Myers, Julius	Pinellas
55. McNeilly, Charles	Dade
56. Parker, Charles	Escambia
57. Parker, Frank	Broward
57. Perry, Wilmer	Lafayette
59. Poston, Frank	Gadsden
60. Puron, Gervacio	Hillsborough
61. Rentz, Warren	Polk
62. Roberts, Donald	Marion
63. Rush, C. W.	Sumter
64. Sapp, Raymond	Osceola
65. Sellers, John	Holmes
66. Sessoms, Marvin	Pasco
67. Shaw, Clarence	Walton
68. Shaw, Lewis	Walton
69. Shook, Flae	Duval
70. Shouppe, Maurice	Jackson
71. Sincore, August	Dade
72. Skinner, Hardy	Lee
73. Smith, Charlie	Gadsden
74. Southern, Willie	Escambia
75. Stephens, Glenn	St. Johns
76. Terrell, Melvin	Polk
77. Thompson, Desso	St. Johns
78. Thornton, Frank	Dade
79. Townsend, Edward	Alachua
80. Triplett, Olen	Polk
81. Valdes, Jose	Monroe
82. Virsida, Antonio	Duval
83. Webb, Malcolm	Lee
84. Whitaker, Ellis	Duval
85. Wiggins, Paul	Jackson
86. Wilson, Warren	Putman
87. Wright, Corham	Dade

Deaf Girls

1.	Atkins, Dorothy	Pinellas
2.	Atkins, Helen	Pinellas
3.	Blackwelder, Reba	Pinellas
4.	Blue, Thelma	Washington
5.	Brunson, Earlene	Escambia
6.	Claridge, Dorothy	Dade
7.	Coe, Margaret	Duval
8.	Crawford, Ethel	Bradford
9.	Croley, Roberta	Pinellas
10.	Cumbie, Velma	Polk
11.	Daniel, Vera	Washington
12.	Davis, Callie	Dade
13.	Davis, Ethel	Okaloosa
14.	Davis, Ruby	Okaloosa
15.	Davis, Ula	Okaloosa
16.	Day, Willie	Brevard
17.	Duval, Georgette	Hillsborough
18.	Eigle, Marjorie	Lake
19.	Foster, Edith	St. Johns
20.	French, Alma	Holmes
21.	Futch, Edna	Bradford
22.	Gay, Vina	Washington
23.	Giles, Florence	Duval
24.	Graw, Lillian	Taylor
25.	Hansen, Ellen	Dade
26.	Harris, Edda	Clay
27.	Hazen, Lois	Lake
28.	Herrin, Leola	Hernando
29.	Henderson, Bessie	Jefferson
30.	Hill, Clarice	Pasco
31.	Holt, Lena	Hillsborough
32.	James, Fannie	Lee
33.	King, Gladys	Polk
34.	Larkins, Ira Jane	Putman
35.	Leach, Beulah	Polk
36.	Lightbourn, Janet	Dade
37.	Long, Annette	Leon
38.	Mann, Ruby	Putman
39.	Miller, Mavis	Washington
40.	Mills, Lena	Polk
41.	Moore, Florence	Orange
42.	Motley, Ivry	Holmes
43.	McCranie, Myrtle	Suwanee
44.	McGowan, Mary	Duval
45.	Newell, Winifred	Dade



Class in Physical Culture—Blind Boys

Pyramid Building—Blind Boys

46. Nobles, Avis	Polk
47. Norris, Lucille	DeSoto
48. Oakley, Nathalie	Duval
49. Owens, Polly Ann	Santa Rosa
50. Padgett, Ruby	Osceola
51. Roberts, Eugenia	Pasco
52. Ruff, Vione	Escambia
53. Sellers, Ina	St. Johns
54. Silas, Alice	Manatee
55. Sincore, Josephine	Dade
56. Smith, Hazel	Brevard
57. Stanton, Ruth	Washington
58. Stevenson, Clara	Holmes
59. Taylor, Ethel	Hamilton
60. Tyson, Bertha	Pinellas
61. Tyson, Blanche	Pinellas
62. Wagner, Frances	St. Lucie
63. Ward, Bessie	Polk
64. Wells, Florence	Escambia
65. White, Eltha	Duval
66. Wiggins, Elsie	Hillsborough
67. Wimberly, Exa Mae	Jackson
68. Yelvington, Gwendolyn	Duval

Blind Boys

1. Ayres, Jesse	Bay
2. Blanton, Charles	Jefferson
3. Butler, Willie	Duval
4. Cannon, Luther	Duval
5. Daniel, Elmer	Liberty
6. Edgar, Ballard	Walton
7. Harcourt, Reece	Orange
8. Hendrix, J. D.	St. Johns
9. Hitch, Sylvanus	Duval
10. Holly, Edwin	Osceola
11. Johnson, Oscar	Polk
12. Jones, Cois	Putnam
13. Kirby, Daniel	St. Johns
14. Kirby, Kenneth	St. Johns
15. Macy, Albert	Hillsborough
16. Martin, Aubrey	Sumter
17. McCranie, R. B.	Suwanee
18. Nasrallah, Alexander	Duval
19. Nasrallah, Walter	Duval
20. Russell. Clifton	Gadsden
21. Sands, Jerome	Dade

22. Schell, Paul	Hillsborough
23. Shaheen, Ernest	Leon
24. Sherouse, Lafayette	Marion
25. Somers, Percy	Duval
26. Tallant, Emile	Marion
27. Ward, Douglas	Osceola
28. Weadley, John	Duval
29. Wells, Charles	Columbia
30. Williams, George	Lafayette

Blind Girls

1. Chasteen, Nora	Lake
2. David, Beatrice	Duval
3. Duggins, Blanche	Marion
4. Farr, Mary Lee	Orange
5. Grace, Aileen	Duval
6. Hutchingson, Linnie	Columbia
7. Johnson, Frances	Lake
8. Jones, Gladys	Volusia
9. McCarty, Olive	Dade
10. Mosley, Mary Eady	Orange
11. Norton, Nell	St. Johns
12. Salter, Helen	Pinellas
13. Smith, Hazel	Pinellas
14. Sparkman, Ophelia	Duval
15. Vallejo, Margie	Hillsborough
16. Van Pelt, Elsie	Polk

DEPARTMENT FOR THE COLORED

Deaf Boys

1. Brunson, Charlie	Gadsden
2. Bryant, Johnnie	Orange
3. James, Johnnie	Putnam
4. King, George	Duval
5. Lawrence, Jesse	Volusia
6. Long, Rufus	Volusia
7. Peek, St. Luke	Brevard
8. Robinson, DeWitt	Gadsden
9. Simmons, Warren	Duval
10. Suggs, Walter	Jackson
11. Tanner, Norman	Putnam
12. Turgerson, Ethel	Marion
13. White, Cary	Jackson
14. White, Fitzhugh	Jackson

Deaf Girls

1.	Banks, Elodie	Escambia
2.	Butler, Elvetta	St. Johns
3.	Butler, Rosie	Washington
4.	Daniels, Geneva	Palm Beach
5.	Fleming, Alice	Duval
6.	Hogan, Mary	Duval
7.	Jackson, Willie Mae	Duval
8.	Knight, Lucile	Hillsborough
9.	Monroe, Jessie	Volusia
10.	Moore, Daisy	Duval
11.	Nelson, Jennie	Leon
12.	Owens, Glennie	Duval
13.	Pender, Edell	Citrus
14.	Rawls, Melda	Duval
15.	Richardson, Marie	Duval
16.	Simmons, Cora	Duval
17.	Smith, Lily	Duval
18.	Stephens, Annie Mae	Duval
19.	Thomas, Mena	Volusia
20.	Wright, Johnnie Belle	Jackson
21.	Wright, Margaret	Volusia

Blind Boys

1.	Davis, Donnie	Washington
2.	Farrow, John	Duval
3.	Green, Reginald	Duval
4.	Jennings, Aaron	Escambia
5.	Jones, Washington	Duval
6.	Lawrence, Ernest	Duval
7.	Lundy, Leroy	Hillsborough
8.	Maddox, Clavin	Clay
9.	Moore, Herbert	Leon
10.	Pinckney, Jerome	Hillsborough
11.	Singleton, Moses	St. Johns
12.	Stephenson, Robert	Duval
13.	Williams, Connie	Orange

Blind Girls

1.	Hall, Georgia	Suwanee
2.	Hill, Elizabeth	Osceola
3.	Jackson, Jodie Mae	St. Johns
4.	Jenkins, Mary Lee	Volusia
5.	Ross, Blanche	Sumter

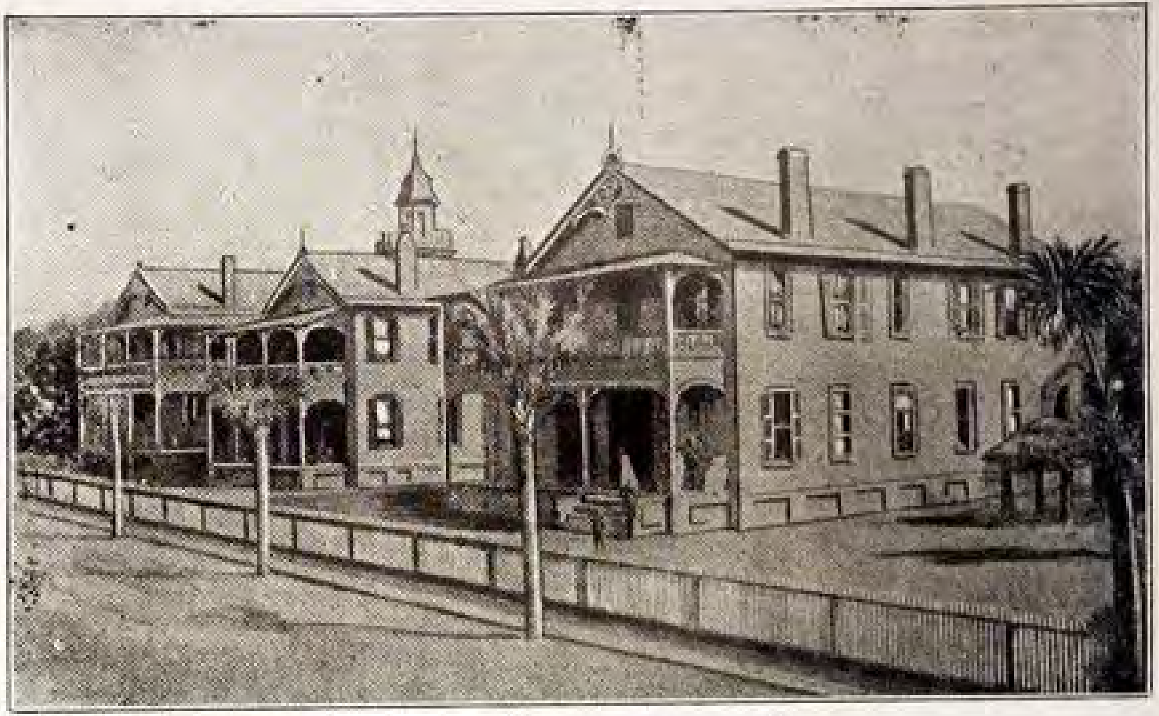
Class in Domestic Science

Primary Children at Play

Valuation of the School Plant

Building	*Square Feet*	*Estimated Value*
Administration-Academic-Dormitory Bldg *Two Stories. (Stucco on brick with tile roof)*	37,300	$160,000
Industrial-Dormitory Building . . . *Two Stories. (Stucco on brick with tile roof)*	18,500	75,000
Laundry or Service Building . . . . *Two Stories. (Stucco on brick with tile roof)*	6,800	20,000
Infirmary Building . . . . *Two Stories. (Stucco on masonry with tile roof)*	5,134	25,000
Wartmann Cottage (Primary Department) *Two Stories. (Stucco on masonry with tile roof)*	10,770	50,000
Bloxham Cottage (Primary Department) *Two Stories. (Stucco on masonry with comp. roof)*	10,770	50,000
Negro Building including Annex . . . *Two Stories. (Stucco on masonry with tile roof)*	18,156	75,000
Dairy Barn . . . . *One Story. (Frame with composition roof)*	2,450	4,500
Armory . . . . *One Story. (Cement blocks with comp. roof)*	1,200	2,000
Garage . . . . *One Story. (Frame with composition roof)*	600	200
	111,680	$461,700

Estimated Value of Equipment	70,000
Estimated Value of Land	75,000
Total Value of School Plant	$606,700



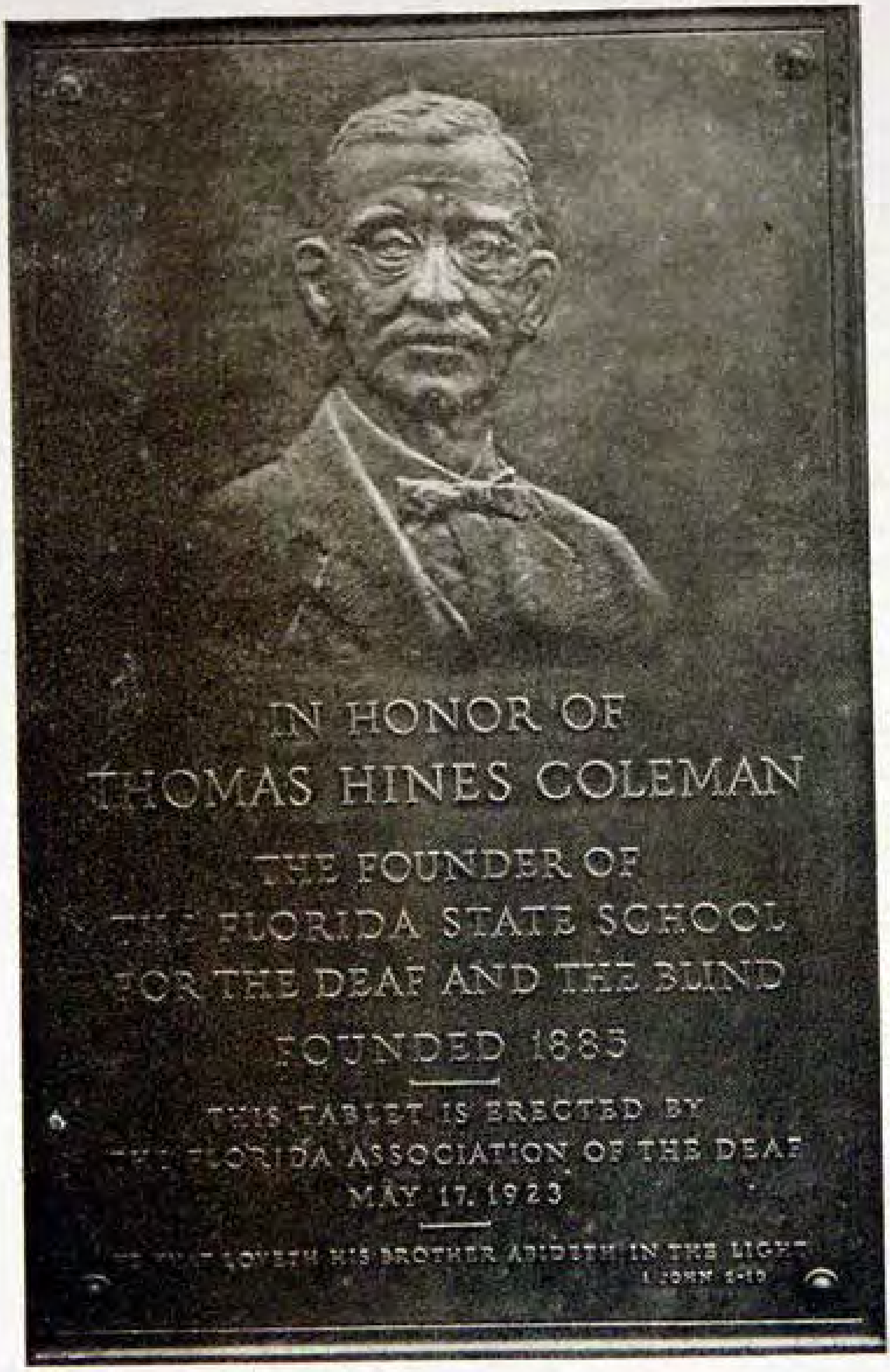
THE OLD SCHOOL—1885 TO 1910

History of the School

Forty years ago Florida had no means of educating her deaf and blind children. The little one born within her borders who was so unfortunate as to be deprived of either sight or hearing, and whose parents were unable to send it away for training or to employ private teachers for its special care must needs grow up in ignorance, a charge, perhaps a menace, to the community, to take its place some day on the streets, a beggar or a buffoon.

Today there stands in St. Augustine one mile north of the center of the town one of the handsomest and most thoroughly equipped school plants in the State. Today scores of children play about the broad campus of the school as happy-heartedly, or file into its sunny classrooms as eagerly, as do their sighted brothers and sisters of the public schools. And as these forty years that have wrought the change have worn themselves into eternity a little army of students, each gripping proudly a hard earned diploma, has passed out from the school into the broader world beyond, their hearts beating high with gratitude, and their faces shining with the purposeful strength of manhood and womanhood; cancelling their debt to the mother state for her fostering care by a return of loyal and creditable citizenship.

Forty years ago Thomas H. Coleman, a young man about to graduate from Gallaudet College, the National College for the Deaf in Washington, D. C., and a graduate of the South Carolina School for the Deaf and the Blind, wide awake to the interests of those who like himself were deaf, or like his former associates at the South Carolina School, blind, discovered as he looked about for work for his eager hands to do upon leaving college, that Florida was the only State in the Union that had made no provision for the education of her deaf and her blind children, and promptly opened a correspondence with the Honorable W. D. Bloxham, at that time governor of the State of Florida, relative to the founding of such a school. "Governor Bloxham was favorable to the project," writes Mr. Coleman in the *American Annals of the Deaf*, Vol. XXVIII, and statistics record that his interest in the proposed school did not end with his term of office, but that he remained a warm and loyal friend. Through the in-


IN HONOR OF
THOMAS HINES COLEMAN
THE FOUNDER OF
THE FLORIDA STATE SCHOOL
FOR THE DEAF AND THE BLIND
FOUNDED 1885
THIS TABLET IS ERECTED BY
THE FLORIDA ASSOCIATION OF THE DEAF
MAY 17, 1923
HE THAT LOVETH HIS BROTHER ABIDETH IN THE LIGHT
I JOHN 2-10

Bronze Tablet of the Founder
On the Walls of the Administration Building

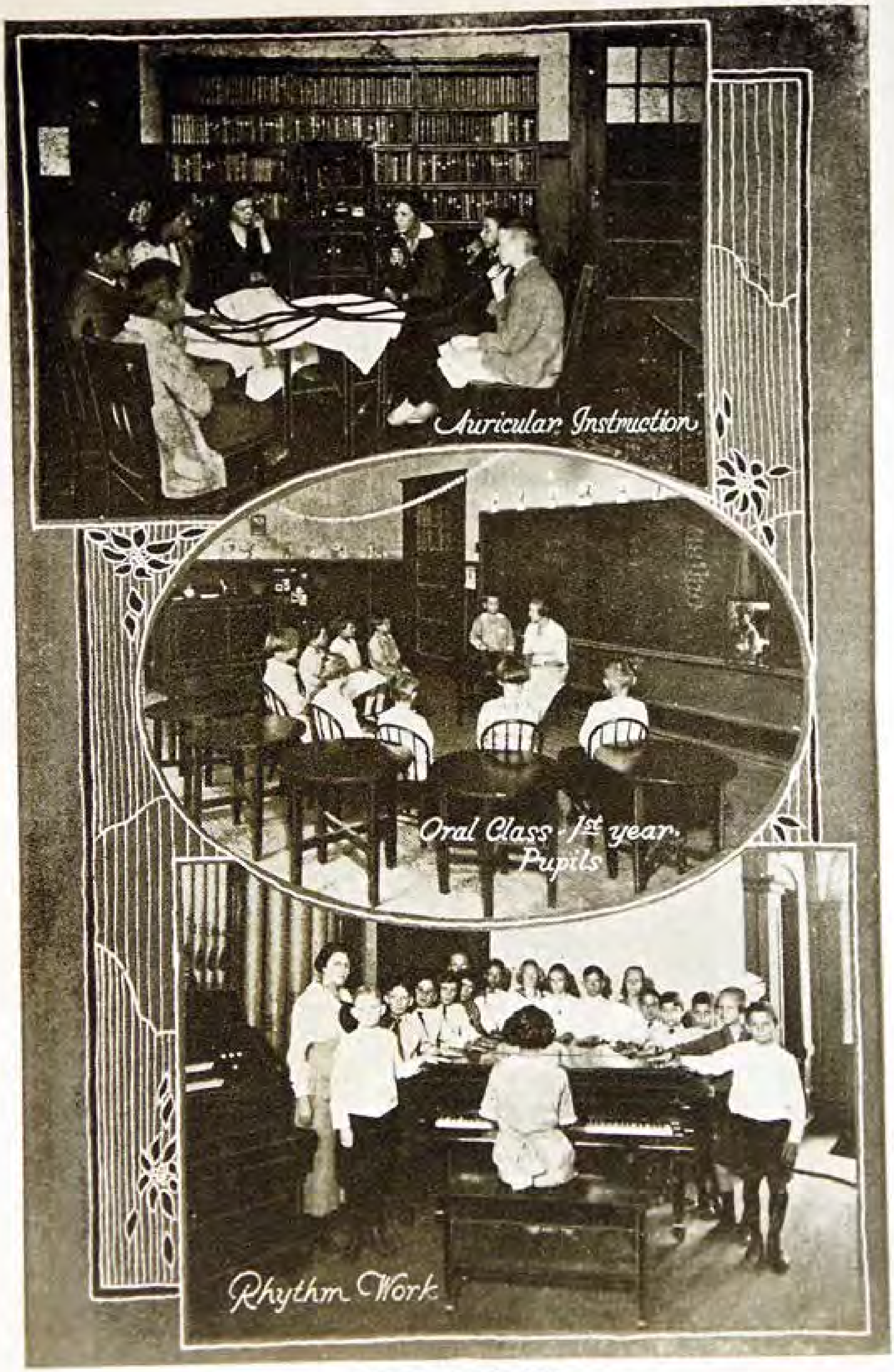
fluence of Dr. E. M. Gallaudet, president of Gallaudet College, a census was made of the deaf of Florida, showing the number to be 119—78 of whom were under 25 years of age.

Mr. Coleman writes:

"As to my connection with the founding, it dates from the spring of 1882, when, in looking around for a field of usefulness, Florida seemed one of the most inviting. This was prior to my graduation from the College at Washington. With a view of cultivating the field, a correspondence was opened with His Excellency, Governor W. D. Bloxham. He was favorable to the project from the outset. The correspondence was kept up until I finished my course at college in the following June, during my stay at home in the summer, and also in the fall and winter while I was at Mandarin, Fla., whither I had gone in order to be better located to carry on the work. Through the kindness and influence of Dr. E. M. Gallaudet, the census statistics were procured for the information of the Governor and the legislature; likewise all other available facts bearing on the subject that could be had. The Governor recommended the matter favorably to the legislature at the session of 1882-83 and that body granted an appropriation to build and equip the school. During the session a limited correspondence was carried on between a few of the most interested members and myself. After the appropriation was secured, proposals were invited for the site, and that of St. Augustine was selected. The buildings were in course of erection during 1884, and were ready for opening early in 1885. When the time to organize came, I declined to be a candidate for the position of head of the school—my health then being bad—but desired the position of chief teacher, to which I was elected. Mr. C. H. Hill, now at the head of the West Virginia School, was chosen principal, and Mrs. M. D. Taylor, of St. Augustine, matron. For some reason Mr. Hill did not take charge, and Mr. Park Terrell was then appointed. The school was opened in the early part of February, 1885. I was in charge of the buildings a few weeks before Mr. Terrrell came, and no pupils arrived until, I believe, about the middle of May."

Speaking of the school, Superintendent of Public Instruction A. J. Russell says:

"I found upon the record that my predecessor had advertised for proposals for the location of the Institute, and that the best offer had been hade by the city of St. Augustine, consisting of five acres of land immediately adjoining the northern limits of the city and delightfully situated, and one thousand dollars in cash. This offer was accepted by the board of managers in consultation with the Governor, and deeds of the land were made to the State in the name of the board and their successors, and five hundred dollars of the money paid into the treasury;



SCHOOL-ROOM WORK

plans were made consisting of a group of buildings for the accommodation of both races, separately, both as to living and study. Advertisements were made for proposals of erecting them, and that of William A. McDuff being the lowest, amounting to $12,749, the contract was awarded him. I have the pleasure to report their completion in a substantial and satisfactory manner. With a view to a proper organization the board have elected Professor C. H. Hill, of the Deaf-Mute Institute of Maryland, as principal, in consultation with whom the corps of officers and instructors, etc., will be completed and the Institution made ready for the reception and instruction of these unfortunate children.

"It affords me great pleasure to report the universal approval on the part of the people of the State everywhere of the act providing for the education of these unfortunates.

"Of course it is to be sustained and operated by annual appropriations made by the legislature, and I earnestly recommend a suitable appropriation as necessary for the equipment and support of the Institute."

The act, providing for the Institute, was passed by the legislature of 1883, one year after Mr. Coleman began his correspondence with Governor Bloxham. This is the act:

CHAPTER 3450—(No. 38.)

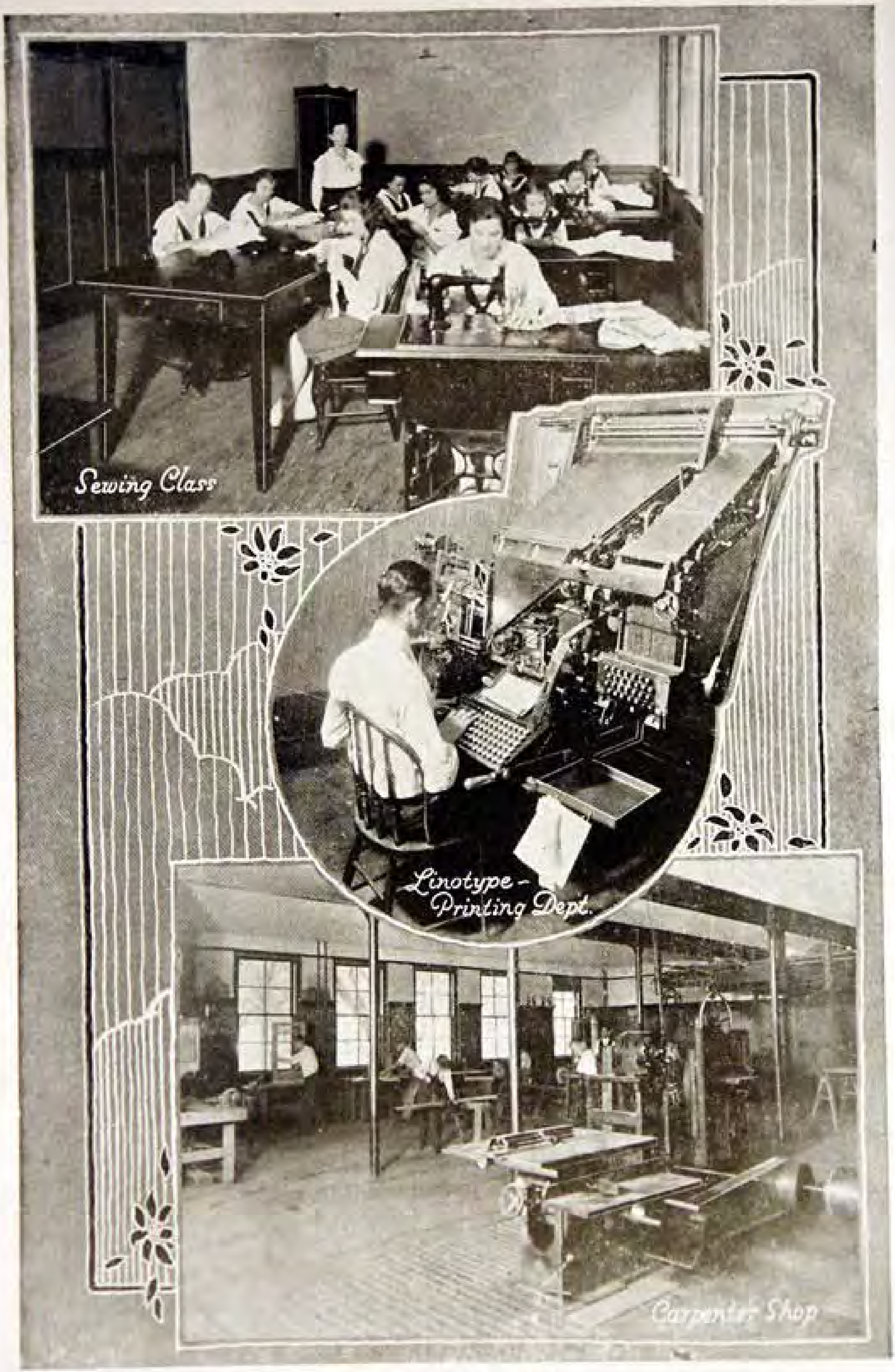
An Act to Provide an Institute for the Blind and Deaf and Dumb in the State.

The people of the State of Florida, represented in Senate and Assembly, do enact as follows:

SECTION 1. That the members of the State Board of Education, namely, the Superintendent of Public Instruction, the Secretary of State and the Attorney-General, together with the Governor, are hereby constituted the trustees of an institute, hereinafter provided for, under the name of the Board of Managers of the Florida Institute for the Blind and Deaf and Dumb.

SECTION 2. That said board of managers are hereby empowered and directed to secure by donation, purchase, or otherwise, suitable grounds and buildings for the purpose of providing an asylum for the indigent blind and deaf and dumb in this State, said grounds and buildings to be located at some healthy, convenient and accessible point in the State.

SECTION 3. It shall be the duty of said board of managers to make provision for the education, maintenance, and care of all persons residing in this State between the ages of six and twenty-one years, who may be blind or deaf and dumb, who are not able to educate and maintain themselves: Provided, however, That any person who may be



INDUSTRIAL TRAINING

blind or deaf and dumb, but who may be possessed of sufficient means to educate himself, shall be received and cared for in said institution, and enjoy the advantage thereof, by paying such an amount per annum as may be necessary to cover the actual cost of his education and support.

SECTION 4. Any person desiring admission into said institute shall apply to the county commissioners of the county in which he or she may reside, and it shall be the duty of said county commissioners to examine into the pecuniary condition of the person making application, and upon satisfactory evidence that said applicant is unable to educate and support himself, they, the said county commissioners, shall issue a certificate to the applicant to that effect, and upon receipt of the said certificate such applicant shall be received into the asylum.

SECTION 5. It shall be the duty of said county commissioners to supply said applicant with means of transportation to said institute.

SECTION 6. It shall be the duty of the board of managers to provide for the inmates of said institute necessary bedding, clothing, food and medical attendance, and other conveniences as may be essential to the health and comfort of said inmates.

SECTION 7. Said board of managers shall also provide for the education of the inmates of said institution by employing such teachers as may be competent to instruct both the blind and deaf and dumb, and fit them for aiding in earning a support, and in sharing the enjoyment of life.

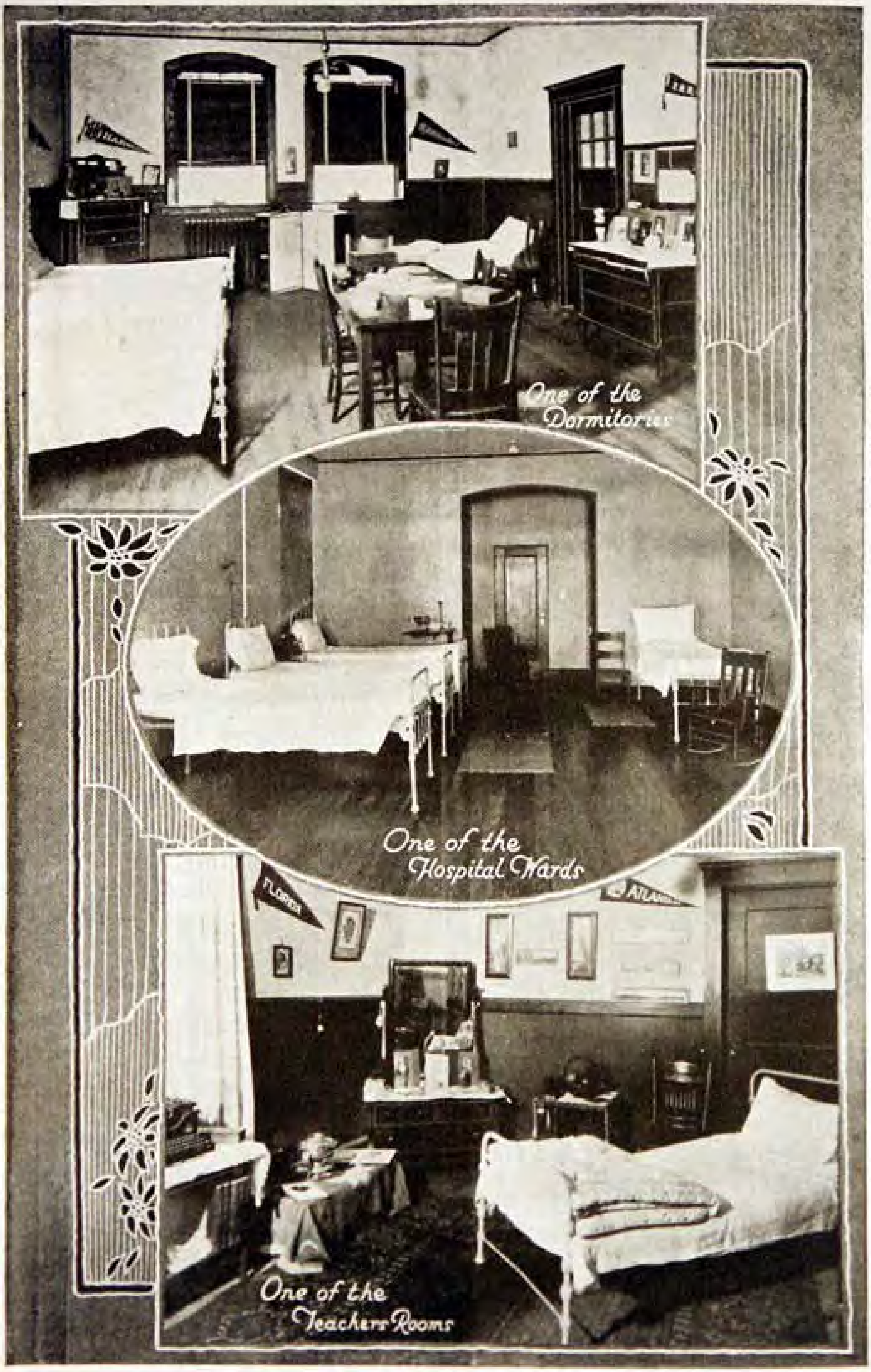
SECTION 8. Said board of managers shall at each session of the General Assembly make to that body a report of its dealings and doings with a statement of their expenditures for the support of said institute.

SECTION 9. That for the purpose of putting in operation and maintaining said institution the sum of ten thousand dollars for the year 1883, and a like amount for the year 1884, be, and the same is hereby appropriated, with discretion on the part of the board of managers to expend the whole of said sum, or so much thereof as may be necessary, in the proper inauguration and progress of the work of establishment and maintenance of the institute."

Approved March 5, 1883.

The law has since been revised, but the changes have been in great part verbal and the provisions of the statute have not been materially changed.

The law directed that the members of the State Board of Education, under the name of Board of Managers, have charge of the school. In 1903 the legislature passed an act relieving the Board of Education from the care of the school and authorized



OUR SLEEPING QUARTERS

the governor to appoint a Board of Trustees to manage the affairs of the school. Pursuant to this act, Governor Jennings appointed the following members: J. M. Rivers, of Gainesville; J. M. N. Peacock, of Pine Mount; H. J. Drane, of Lakeland; J. W. Estes, of St. Augustine, and W. A. MacWilliams, of St. Augustine.

After confirmation by the Senate, this Board met and organized July, 1913, by electing W. A. MacWilliams, President, and J. W. Estes, Secretary.

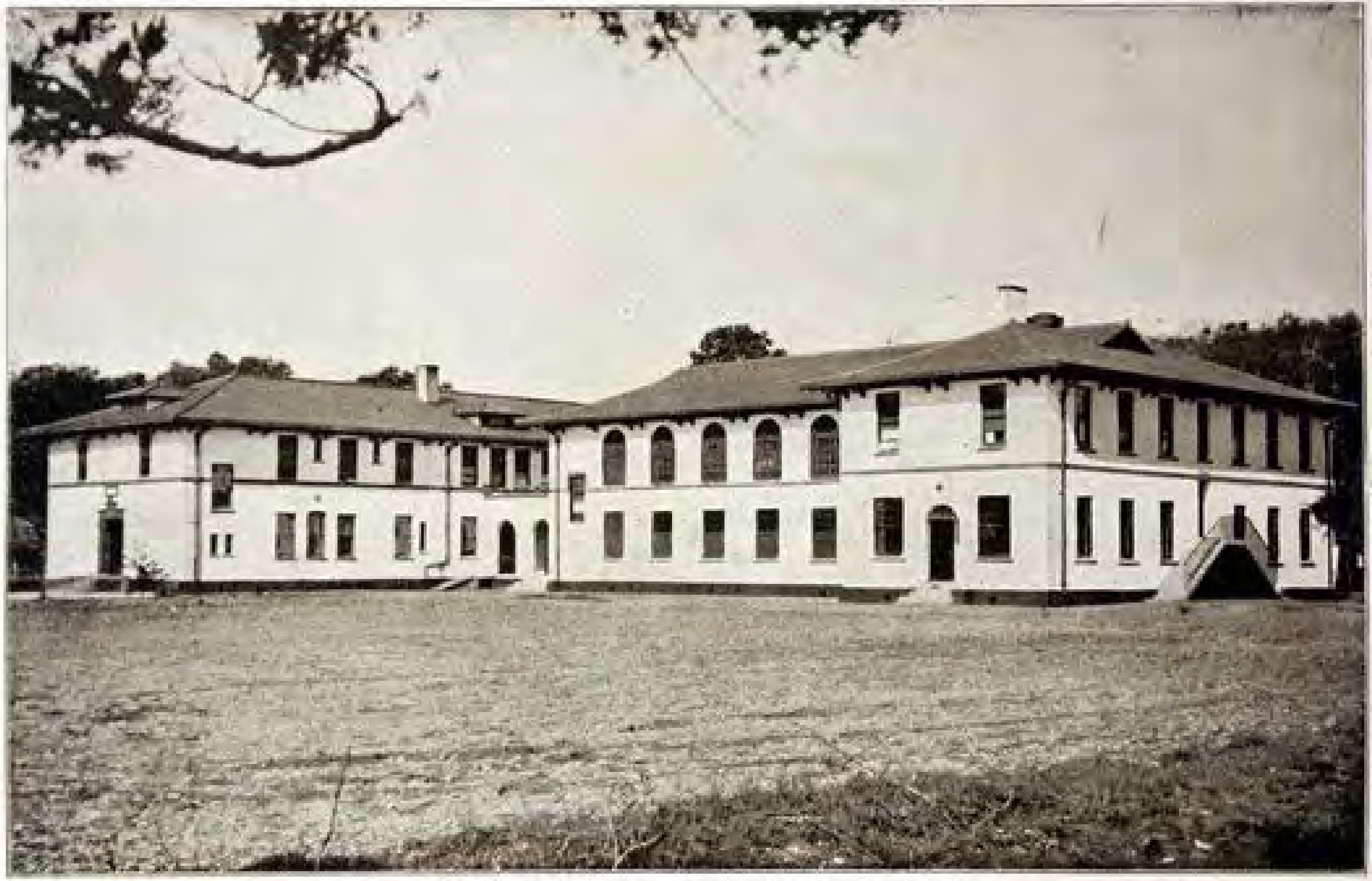
This Board was continued for two years only when in 1905 the "Buckman Bill" abolished the board of trustees and placed the school under the management of the newly created State Board of Control. This Board also has supervision over the State University and the State College for Women. This act also changed the name of the school from the Florida School for the Blind, Deaf and Dumb back to the Institute for the Blind, Deaf and Dumb. The former name was changed by the legislature in 1903 when the school passed under the care of the State Board of Education to that of the Board of Trustees. At the 1909 session of the legislature the change was made to the present name—The Florida School for the Deaf and the Blind.

In accordance with the act of the legislature of 1905 creating the Board of Control, Governor Broward appointed as members of this Board: N. P. Bryan, Jacksonville; P. K. Yonge, Pensacola; Dr. N. L. Brown, Eustis; Nathan Adams, White Springs; and T. B. King, Arcadia.

Mr. Adams resigned after serving for several months, and J. C. Baisden, of Live Oak, was appointed to fill the position.

In 1907, Dr. Brown resigned, and E. L. Wartmann, of Citra, was appointed to fill this vacancy. In 1909, the terms of three of the members having expired, Governor Gilchrist reappointed Mr. Yonge. The other two new members were F. P. Fleming, Jr., of Jacksonville, and W. D. Finlayson, of Old Town. The State Board of Control then consisted of P. K. Yonge, Pensacola, chairman; T. B. King, Arcadia; E. L. Wartmann, Citra; F. P. Fleming, Jr., Jacksonville, and W. D. Finlayson, Old Town.

The only change in this board till 1917 was the retirement of F. P. Fleming, Jr., and the appointment of Frank E. Jennings, of Jacksonville, by Gov. Park Trammell. This was in June 1913.



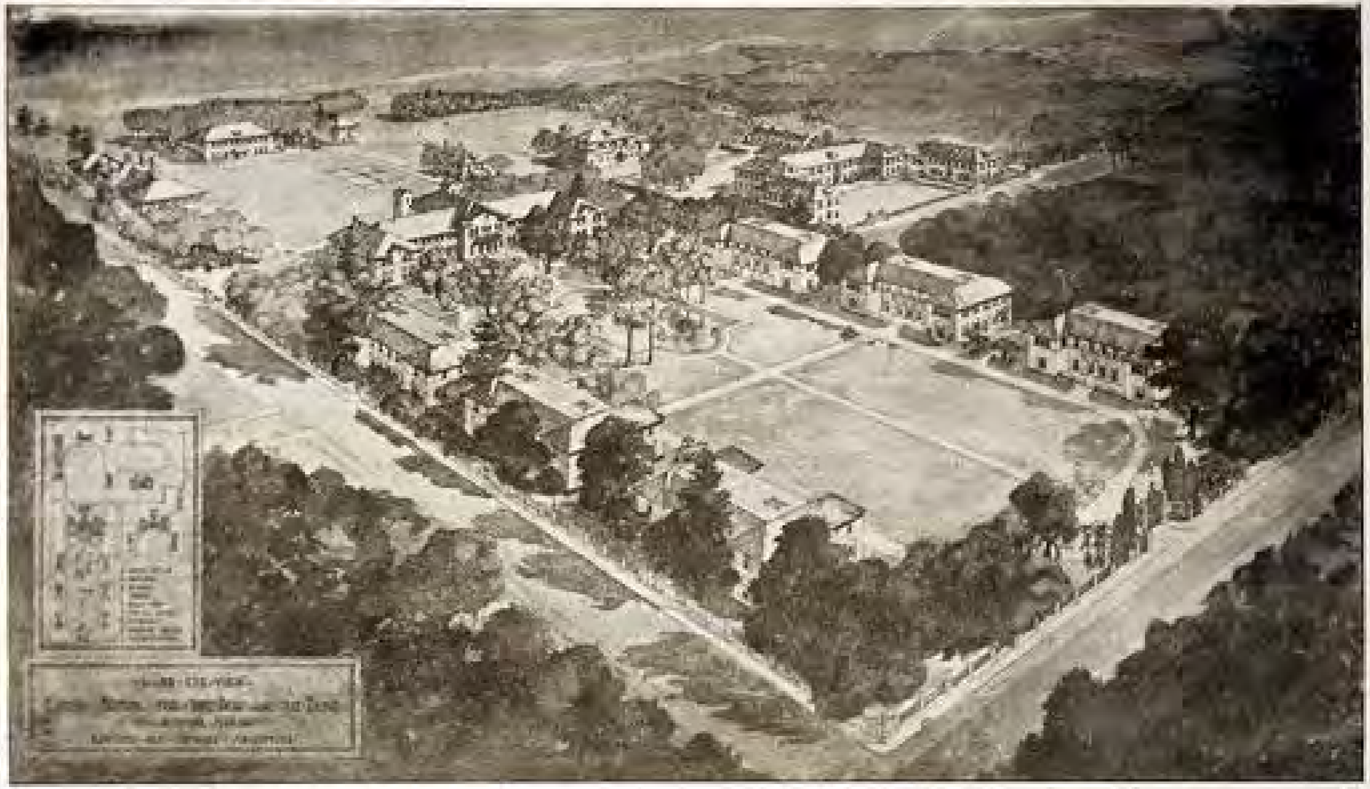
COLORED DEPARTMENT—VIEW FROM SIDE AND BACK

In 1917, the terms of the chairman of the Board, P. K. Yonge, Pensacola; W. D. Finlayson, Old Town, and Frank E. Jennings, Jacksonville, expired. To fill these vacancies, Governor S. J. Catts appointed Joe L. Earman, of Jacksonville; J. B. Hodges, of Lake City, and J. T. Diamond, of Milton. Joe L. Earman succeeded Mr. Yonge as chairman of the Board. Bryan Mack, of Pensacola, succeeded J. G. Kellum as secretary of the Board. Mr. Kellum had held the position of secretary to the Board from its organization in 1906 up to 1917.

In 1919, Bryan Mack resigned as secretary to the Board, and J. T. Diamond, a member of the Board, was elected to fill the vacancy. W. W. Flournoy, of DeFuniak Springs, was appointed to fill the place made vacant by Mr. Diamond's resignation. In 1919, Chairman Earman also resigned to assume the duties of President of the State Board of Health. Mr. Hodges was made chairman. The Governor appointed P. K. Yonge, of Pensacola, to fill the vacancy caused by the resignation of Mr. Earman. In 1919, the commissions of E. L. Wartmann and T. B. King having expired, Mr. Wartmann was appointed to succeed himself, and John B. Sutton, of Tampa, succeeded Mr. King. In 1921, the commissions of P. K. Yonge, J. B. Hodges and W. W. Flournoy expired. Governor Cary A. Hardee handed commissions to P. K. Yonge, of Pensacola; W. L. Weaver, of Perry, and John C. Cooper, Jr., of Jacksonville. Mr. Yonge was made chairman.

In 1923, the terms of office of E. L. Wartmann and John B. Sutton having expired, Governor Hardee reappointed Mr. Wartmann, and in place of Mr. Sutton, he appointed Gen. A. H. Blanding, of Bartow. In 1924, Mr. Weaver resigned, and the Governor appointed Judge W. B. Davis, of Perry, to fill the vacancy thus created.

Such is the statistical history of the school, but the old resident of St. Augustine and the visitor who looks in upon us from time to time have seen another side of the story, a broader and a deeper growth. They have seen the rambling wooden buildings which first housed the school give place one by one to handsome brick structures, brave with their shining white walls and red tiled roofs. They have seen broad walks and drives of cement



BIRD'S EYE VIEW OF THE FLORIDA STATE SCHOOL FOR THE DEAF AND THE BLIND AS IT IS BEING DEVELOPED

Completed Buildings: Administration, Industrial, Wartmann Cottage, Bloxham Cottage, Hospital, Service and Building for the Colored.

encircle the once almost impassable beds of sand. They have seen a stretch reclaimed from the marshland back of the school, and the big marsh pool in front drained and successfully filled in. They have seen appear as if marking time to the passing years, first the Administration Building in 1911, the Industrial Building in 1913, the Service Building in 1915, the Hospital in 1917, Wartmann Cottage in 1922, and last of all Bloxham Cottage in 1924. In the department for the colored, which occupies the site of the first old wooden buildings used by the school, the old buildings have been replaced by handsome brick structures like those occupied by the white across the way.

Equipment has been given to the school to meet its growing demands: a linotype machine for the printing office, where our deaf boys get such splendid training that they are in demand as printers wherever they wish to go; looms for rug weaving for the blind (all rugs used in our bathrooms being made in this manner), domestic science rooms, and cooking classes for both deaf and blind girls, electric equipment for the laundry, up-to-date broom-making appliances, a half dozen, or so new pianos and a pipe organ for the music department—with violins, cornets and drums as well. There is a carpenter shop for the deaf, and a chair-caning and broom-making department for the blind boys, typewriters for the blind as well as knitting and crocheting, and sewing for the deaf. There is a well-stocked library for each department, and the school-rooms add yearly to their splendid equipment as needs demands.

All work and no play is not the policy of our school, so we have games for both the deaf and the blind, the deaf boys and girls playing regularly with other organized teams, and as often as otherwise carrying off the laurels. There are outside amusements and pleasures, lectures, concerts, etc. The deaf get untold pleasures and instruction from the movies, and the wonderful radio station recently installed is giving endless joy to the blind.

And there is yet another phase of our school life that any one who cares to look may see, the development of its soul. There are our societies, a literary society for each department where debates and programs are given bi-weekly. In the department for the blind there is a music club which has done much to stimu-

TWELFTH CONFERENCE OF SUPERINTENDENTS AND PRINCIPALS OF AMERICAN SCHOOLS FOR THE DEAF
Held in St. Augustine, January 14 to 18, 1924.

late the love of music in its members. And there are our Christian Endeavor Societies with their sunshine committees and their glad giving of pennies to help others less fortunate than themselves. Many worthy causes have been generously and substantially helped from this mite-giving treasury.

In the forty years of its history many lives have touched and blessed our school with their patient endeavor and loving self-sacrifice. The State has tendered unfailingly the same cordial support and interest that she put forward in its beginning; the legislature, the various controlling bodies, the presidents, the teachers, the officers—all these have helped to erect a structure more enduring than brick or stone, of which the far-reaching influence shall live throughout eternity.

Executive Heads of the School since its Foundation

PARK TERRELL	Superintendent	1885–1890
W. A. CALDWELL	Superintendent	1890–1893
H. N. FELKEL	Superintendent	1893–1897
FREDERIC PASCO	Superintendent	1897–1900
W. B. HARE	Superintendent	1900–1906
*ALBERT H. WALKER	President	1906–

*Dr. Walker was principal of the literary department from 1902 to 1906.

VIEW FROM FRONT ENTRANCE

BOARD OF CONTROL

P. K. Yonge, Chairman	Pensacola
E. L. Wartman	Citra
J. C. Cooper, Jr.	Jacksonville
W. B. Davis	Perry
General A. H. Blanding	Bartow
J. T. Diamond	Secretary to the Board

STATE BOARD OF EDUCATION

Cary A. Hardee, Chairman	Governor
H. Clay Crawford	Secretary of State
J. C. Luning	State Treasurer
Rivers H. Buford	Attorney General
W. S. Cawthon, Secretary	State Superintendent of Public Instruction

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REPORT OF THE PRESIDENT

# of the

FLORIDA AGRICULTURAL AND MECHANICAL COLLEGE

Tallahassee, Florida

To The
Honorable Board of Control,
Tallahassee, Florida.

Gentlemen:

This report covers, to the best of my knowledge, and according to available records, the report of the Florida Agricultural and Mechanical College for the two years beginning July 1, 1922, and ending June 30, 1924. My own incumbency ,as you know, did not begin until July 1, 1924, at the very close of the biennium.

From the report of the acting Dean of the Academic Department, compiled from records, our enrollment for the two years was 339 and 361 respectively. There is evidence that there was a conscientious effort on the part of my predecessors during these two years to carry on the work of the school according to the regulations laid down by the Board, covering the courses both Academic and Industrial as nearly satisfactory as it was possible according to their judgment and according to the means at hand.

I have found that the graduates turned out by the school during the past thirty-seven years have all proved to be useful and helpful citizens, serving the State in a manner which, as it appears to me, more than justifies the expenditure of money by the State and the valuable time and devotion of the Honorable Board of Control.

I have not been able to observe a single case where a graduate of the school has failed to be a law-abiding citizen and a most helpful member of the community in which he or she lives.

Your attention is called to the report which follows, of the Acting Dean of each of our departments. What I have to say must, for the most part, deal with the present and the coming two years.

COLORED CITIZENSHIP AND THE COLLEGE.

From a careful study of Florida before coming to the State and since I have been here, I am convinced that I am correct in saying that Florida furnishes possibilities for our people which they themselves have rarely conceived or recognized. It seems to me it is one of the supreme duties of our Institution here to bring our people to the realization of their possibilities right here in our own State.

2—F. A. M. C.

Instead of Colored people leaving the State in large numbers as they have done during the past twelve months, conditions should be directed to the contrary. There should be hundreds of Colored people coming into Florida with its unparalleled opportunities, just as it is true of white people. One consideration, so far as we are immediately concerned, will very emphatically help this change of movement. That one is, that this Institution should stand out with advantages equal to those offered to Colored people by any State in the Union where provisions are made for Colored people. That means that there should be such provisions for buildings, equipment, teaching force, courses of study, normal training, mechanical, academic, agricultural, domestic science and art and health training, as would make it clear to every Colored citizen and parent in Florida, that the opportunities here are fully equal to the opportunities in any other State. You can readily see that a State like North Carolina, that spent four million dollars during the past year on Negro education would hold out inducements that would attract the attention of the most conservative of our people.

Another consideration is that the public schools of our State shall be of such efficiency and of such satisfactory length of term as would make it evident to those who already live in the State and to those who wish to come into our State, that not only is our State Institution equal to the State Institutinos in other States, but that also every Negro boy and girl in the State will have the fullest opportunity of an elementary education even tho he or she may not have an opportunity to go to the State College.

The two above conditions, I believe, will have much to do with the good and permanent citizenship of our people and with the encouragement of other substantial people of our race to settle in the State of Florida. Our Institution can in a large measure remedy the poor elementary school by furnishing teachers.

OUR SUPREME NEED.

The supreme educational needs of our people in this State is good teachers. Our School of Education and Normal Training should have sufficient funds to employ the very best professors and instructors who can give their time fully, first to the training of the young men and women who aspire to be teachers and second, to further train, through our Summer School, a large majority of the nearly 2,000 teachers already in service. We should reach the point where practically one-half of the teachers in the State will spend six weeks with us in Summer School work. We should not only help these teachers in Summer School, but should also have an extension professor of education who can give extension courses through extension lectures and correspondence work during the entire year. I am asking for an appropriation to this end.

HEALTH SERVICE.

There is no more helpful feature of the College than our hospital service. Instead of having in training eight or ten nurses each year, our hospital should send out double this number as messengers of good health. With adequate equipment and a sufficient staff we can not only serve the entire State in the large hospital care, but can also train a large group of women for service to themselves and to the colored people who are in great need of information in the direction of prevention of diseases and care of the sick in the initial stages. Thousands of colored people who work in service need larger health training such as our nurses can give if we can turn out sufficient number. To serve this larger service, we need a resident physician, interne and a trained nurse to assist the Superintendent. I am asking for an appropriation to partially pay a resident physician, an interne and to fully pay a well-trained nurse.

HOME-MAKING.

Ne feature of the lives of our people should receive more consideration than that of making better homes. Our Home Economics Department, with this end in view, must therefore receive consideration of first importance. Our course of training, equipment, and teachers of the highest type should guarantee the proper service in the matter of preparing every girl for a good home-maker, to say nothing of teachers for this work. This department should furnish the women for the Federal Home-Making Teachers throughout the State. It should not be necessary to import teachers for this extension work from other states. Of the eight women now doing this extension work under Federal supervision, only two have had their training at our College. I repeat, it should be a rare case when it is necessary for us to go out of the State to secure women to direct Home-makers' Clubs in the State of Florida.

OUR ACADEMIC COURSES.

Our courses leading to Bachelor's Degrees should be of such a high type that it will not be necessary for our students who wish to go into the professions to go to other schools for other academic preparations.

AGRICULTURE.

No argument is necessary to convince even the casual observer that our department of Agriculture should receive most serious consideration. Our young men should have such a high degree of teaching in all the features of agriculture that would inspire them to go out into our State and set examples in every county of the possibilities for our people in farming, trucking, dairying, poultry-raising, hog-raising, etc. I believe the College owes it to the State to make the Agricultural department the highest possible type of productive farming. I hope you will note what our dean says in his report with reference to needs for agricultural teaching and for work.

TRADE COURSES FOR MEN.

From the Mechanic Arts Department there should go out yearly a large group of young men thoroughly prepared as mechanics, that we as a race may become large and more important factors and furnish a greater contribution to the construction period which is now on in the State of Florida.

We must inaugurate a real trade school for boys who desire to do this work. To the courses already provided, we must add brick-laying, plastering, cement work and shoe-making and must employ a first-class auto mechanic for a practical course in auto mechanics. Salaries for these are requested in our budget.

EXTENSION SERVICE.

Referring again to our schools and our agricultural work, I wish to urge that it is our duty not only to be able to teach agriculture in the school and to furnish teachers for the State, but we should also do such extension work, especially in our immediate counties, that the school houses may be improved and that the farming in all of our immediate communities might be an example of intelligence. We should have a Farm Extension Agent who should work directly out of the school to keep the farms of the counties and the school farm in the closest connection.

SUMMER SCHOOL.

Reference is made to the Summer School under the heading of the training of teachers. It should be our purpose to make this school practical, extensive and progressive and inspiring to the teachers who may choose to do advanced work. We wish to make the summer school so attractive that many of the teachers who now go out of the State in the summer to get help, may find equally satisfactory attractions and help here at our State College.

OUR BUDGET FOR THE NEXT TWO YEARS.

TEACHERS' SALARIES

In making up our budget for the next two years, we are asking for such provisions as will enable us to make our State Institution one of the very best examples to be found in the South. To do this, we must engage such a teaching force as will have the confidence of the entire country. It is clear that we cannot maintain a high grade of work with teachers whose pay is far below the pay of teachers of institutions in other states and in fact far below the pay which can be received in many pursuits where equal preparation is had. It will be absolutely necessary for us to make an increase in the salaries of our teaching force, ranging from 25 to 40% higher than we are now paying if we are to maintain the standard which I know the Board wishes maintained and which will convince our people that the authorities of our State are just as interested in the welfare of our people as the authorities in any other state.

BUILDINGS

The housing of our young women is decidedly inadequate. During this present year, in order that the girls may be accommodated, we have had to take over one of the boys' buildings and build temporary quarters for the boys. The necessity for a new girls' dormitory to house one hundred young women is self-evident.

I wish seriously to ask the Board to make this the first brick dormitory ever erected for this Institution. It should be two stories and should contain in the basement a well arranged and equipped gymnasium for girls. Such a building can be erected and furnished at an approximate cost of $80,000.00. Surely this is not too much to ask after thirty-eight years. I believe the thoughtful and live-spirited men of our Legislature will not consider this unwarranted in this phase of the school's progress.

2. The new dining hall which has just been completed is practically filled. The second half of this building should be completed by early fall in 1925, if we are to accommodate the 500 students that we expect to have on the grounds by that date. For this, ten thousand dollars, ($10,000.00) will be required. This to include a heating plant and a dining room for teachers.

3. The second half of the new science hall which contains 8 rooms, and which is to be used as an administrative and general class-room building, must also be completed by early fall, 1925, or we shall be seriously handicapped in our work. This, well equipped, will cost five thousand dollars ($5,000.00), and if it is to be properly heated, we must add two thousand, five hundred dollars ($2,500.00) more.

This building when completed and when we can take the general class-rooms from it, should house all of the sciences in connection with the school as follows:

a. Agricultural Science.
b. Household Science and Chemistry.
c. General Science.
d. Chemistry of the College.
e. Foods.
f. Physics.
g. Soil Analysis Division.

- h. Fertilizer Analysis Division.
- i. Various Tests for Plants and Aniamls.
- j. Collection of Products Common to Soil of Florida.
- k. Agricultural Research Division, (to give data on all Florida crops and to answer inquiries which come from every section of the State about farming, farm lands, etc.)

4. Our Mechanic Arts Building should be completed. This would entail a cost of $2,500.00, and a heating outfit for $2,000.00.

5. Administration and Class-Room Building.—As you know at present our classes are scattered over every corner of the school grounds into places not suitable for class-rooms. This situation brings about poor work, loss of time, poor discipline and general disorder.

A new administration and class-room building is imperative. At present our administrative offices are occupying space which should by all means be used daily in connection with our library work. The President's present offices should be available as a study and a room where we can have data and magazines gathered on every phase of our work. We should have an agricultural room, science arts room, carrying information and magazines based upon carpentry, auto-mechanics, printing, shoemaking, masonry and cement work, mechanical drawing, blacksmithing, electrical and steam engineering. There should be distinct rooms for these lines. At present our offices occupy these rooms.

I am therefore asking for an appropriation for a brick administration and class-room building, two stories, a gymnasium for boys, and a school assembly room. This brick building with its equipment will cost $125,000.00.

Attention is called to the Dean of Mechanic Arts reports on needed repairs amounting to $5613.00.

SPECIAL NEEDS FOR PLANT.

Sewerage

The need of a septic tank and sewerage system cannot be too strongly emphasized. Not only are we in danger here, but we endanger the city of Tallahassee and even extend that danger beyond our city limits with our present system. At our sewerage surface outlets, flies gather during almost the entire year and carry germs of diseases throughout our entire section. Only Divine Providence, as I see it, could have kept us from suffering from this neglect during past years. I am asking for $25,000 for a complete sewerage system with a central septic tank.

Heating

Every building connected with the institution has a separate heating arrangement. The four dormitory buildings have separate small heating plants. I am asking that an appropriation of $65,000 be made for a central heating, lighting and power plant.

This central plant will heat every building on the premises and will furnish our own light. In addition to advantages of one central heating plant over a dozen separate heating systems, there is a further advantage of training young men for stationary engineers. There is no doubt but that they can find places of employment in lumber mills, heating plants for State buildings, and in fact at every turn of the road, so to speak, there is a possibility of employing these young men afer they have been trained through operating their own plant. I know a great many young men who are substantial engineers, who received their training in such a way as I am mentioning here.

WATER SYSTEM

At present our fire protection is not to be counted. I am asking for an appropriation of $25,000 for a water system which will enable us to have ample fire protection.

HOME FOR NURSES

One of the pressing needs for our Hospital is a home in which to house the nurses. At present they must be placed in the wards which are not occupied or must be put into the dormitories where they are at a great inconvenience in their training. I am asking for $5000 for such a home.

LAUNDRY BUILDING

The foundation of our Laundry Building has given away to such an extent that it will be impossible to repair it without large expenditure. The machinery has also been damaged and almost made useless. I am compelled to ask for an appropriation of $3000 to put this building in shape and to renew the equipment. This need is especially imperative.

ATHLETICS.

While the students pay and should pay for their athletic activities, the school should furnish a well-trained director, who could assist the dean of men or commandant in the physical education of the boys.

No school in this day can expect to attract promising young men or women that does not give organized athletics a foremost place. Where there are no athletics, it is very likely to be true that only dead-heads are attracted. Young men and women of promise desire to be connected with an institution that has spirit and force.

I am asking for a salary for an athletic director.

OUR CAMPUS ROADS AND WALKS.

With a view of improving our surroundings to the end that in this alone there shall be inspiration and culture, I am asking for appropriations for our roads and streets. These roads and grounds should be so improved that not only the Board of Control, but every citizen in Florida, white and colored, will be exceedingly proud of the physical plant.

This institution with its natural situation should furnish an example of proper care of roads, improved yards, drainage, etc. Most wonderful lessons for home, farm and community life can be taught by the proper care of our immediate physical surroundings. I hope the Board will be willing to give consideration to this feature of the school.

A COLLEGE BAND.

During the past 30 years the school has had a band only as students owned their own instruments and only as we could find someone in the school who could instruct to some extent. This year the alumni has purchased a nucleus of a band of some 20 pieces to be owned by the school. This number they propose to double as soon as it is possible. It is essential to the vigorous welfare and training of the entire student body that we should have a band leader, who could organize a band and orchestra and furnish satisfaction for the students who come to us. I regard such an officer a necessity and I am asking for an appropriation for his salary, part of his time to be given as assistant in the Mechanic Arts Department.

HOUSING TEACHERS WITH FAMILIES.

A nucleus or our teaching force should by all means be substantial men of families. In our present situation we rent a cottage here and there, very unsatisfactory in appointment, and in fact in every other way. I understand that a cottage of four or five rooms can be built for about $2500.00. You will see in my summary that I am asking for an appropriation of $10,000.00 with which to build four teachers' cottages.

Referring to the above I wish to suggest that I believe the policy should be to pay the teachers sufficient salaries so they in turn can pay a nominal rent for the houses which we furnish them and in that way we can have money to keep up the houses and make improvements upon them.

THE OUTLOOK.

Gentlemen of the Board, in talking with me, you have frequently expressed your desire to have this institution such a factor in the life of Florida people as other schools are to their respective States. This can be done only as the State is willing to furnish means for the enlargement of the work.

Everything that I have mentioned, athletic leaders, band and orchestra leaders, landscape improvements, convenient living for teachers, better salaries, better buildings, heat and light plant ,sewerage system, water system, etc., will be potent contributors to the end which we are all seeking.

With such consideration as I hope the Board can give I expect to see on our grounds during the next two years 500 vigorous, progressive, obedient, hard-working young men and women and in the next five years I shall be greatly disappointed, if we have the facilities for which I am asking, if we do not have 1000 students on these grounds. This number is not too much with a 400,000 Negro population in Florida, in consideration of the fact that the school is now nearly 40 years old.

I pledge myself to see that these attainments are reached with the backing of the Board of Control, Board of Education and our Legislative bodies.

J. R. E. LEE, President.

ESTIMATED BUDGET.	Time—Mos.	1924-25	1925-26	1926-27	Total Biennium
President	12	$ 2,500.00	$ 3,600.00	$ 3,600.00	$ 7,200.00
INSTRUCTION					
1. Director of all Instruction and Dean of Normal Dept.	10	....	1,700.00	1,700.00	3,400.00
2. Professor of Education	8	800.00	1,360.00	1,360.00	2,720.00
3. Assistant Professor of Education	8	800.00	1,020.00	1,020.00	2,040.00
		$ 1,600.00	$ 4,080.00	$ 4,080.00	$ 8,160.00
ACADEMIC DEPARTMENT					
ENGLISH					
1. Dean of Department and Professor of English	9	1,000.00	1,325.00	1,325.00	2,650.00
2. Assistant Professor of English	8	800.00	1,020.00	1,020.00	2,040.00
3. Instructor in English	8	720.00	960.00	960.00	1,920.00
4. Instructor in English	8	480.00	800.00	800.00	1,600.00
5. Instructor in English	8	480.00	800.00	800.00	1,600.00
		3,480.00	4,905.00	4,905.00	9,810.00
LANGUAGES					
1. Professor of Languages—Latin	8	....	1,160.00	1,160.00	2,320.00
MATHEMATICS					
1. Professor of Mathematics	8	920.00	1,160.00	1,160.00	2,320.00
2. Assistant Professor of Mathematics	8	800.00	1,020.00	1,020.00	2,040.00
		1,720.00	2,180.00	2,180.00	4,360.00
HISTORY					
1. Professor of History	8	....	1,160.00	1,160.00	2,320.00
Equipment		....	100.00	100.00	200.00
		....	1,260.00	1,260.00	2,520.00

MUSIC

1. Instructor in Music	8	....	1,160.00	1,160.00	2,320.00
Equipment—1 grand piano		....	700.00	....	700.00
			1,860.00	1,160.00	3,020.00

CHEMISTRY AND PHYSICS

1. Professor of Science	8	920.00	1,160.00	1,160.00	2,320.00
2. Assistant Professor of Science	8	....	1,020.00	1,020.00	2,040.00
Physics Equipment		....	700.00	200.00	900.00
Chemistry Equipment		....	250.00	250.00	500.00
			3,130.00	2,030.00	5,760.00

LIBRARY

1. Librarian	10	720.00	960.00	960.00	1,920.00
2. Assistant Librarian and Registrar	12	....	780.00	780.00	1,560.00
Books and Magazines		400.00	500.00	500.00	1,000.00
		1,120.00	2,240.00	2,240.00	4,480.00

JUNIOR HIGH SCHOOL

1. Principal	8	680.00	920.00	920.00	1,840.00
Equipment		....	75.00	75.00	150.00
		680.00	995.00	995.00	1,990.00

MECHANIC ARTS DEPARTMENT

1. Dean	12	1,500.00	1,800.00	1,800.00	3,600.00
2. Instructor Printing	10	720.00	1,200.00	1,200.00	2,400.00
3. Instructor Carpentry	10	800	1,200.00	1,200.00	2,400.00
4. Instructor Engineering and Plumbing	10	800.00	1,200.00	1,200.00	2,400.00

ESTIMATED BUDGET.	Time—Mos.	1924-25	1925-26	1926-27	Total Biennium
5. Instructor Electrical Engineering	8	*..........	1,200.00	1,200.00	2,400.00
6. Instructor Tailoring	10	800.00	1,200.00	1,200.00	2,400.00
7. Instructor Blacksmithing	8	800.00	960.00	960.00	1,920.00
8. Instructor Mechanic Shop and Auto	8	....	1,200.00	1,200.00	2,400.00
9. Instructor Masonry and Plastering	8	....	1,350.00	1,350.00	2,700.00
10. Instructor Shoe-making	8	....	960.00	960.00	1,920.00
11. Three Student Assistants		600.00	600.00	600.00	1,200.00
Total salaries		$ 6,020.00	$12,870.00	$12,870.00	$25,740.00
Equipment—					
Mechanical Engineering		....	250.00	....	....
Blacksmithing		....	300.00	....	....
Electrical Engineering		....	200.00	....	....
Printing		....	400.00	....	....
Tailoring		....	500.00	....	....
Auto Mechanics		....	300.00	....	....
Carpentry		....	500.00	....	....
Drawing Department		....	600.00	....	....
Total for Equipment		....	$ 3,050.00	....	$ 3,050.00
Total for Department		....	....	....	$28,790.00
Additional: For our Printing Department and to enable us to do book work that is offered almost every week in the way of minutes, pamphlets, and also give ample material for training printers		....	....	....	2,000.00
Total for Department		....	....	....	$30,790.00

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*This year combined with Dean of Men.

PHYSICAL SCIENCE

1. Dean of Men and Commandant	10	800.00	1,200.00	1,200.00	2,400.00
2. Physical Education for Women	8	680.00	840.00	840.00	1,680.00
		1,480.00	2,040.00	2,040.00	4,080.00

AGRICULTURE

1. Dean	12	1,500.00	1,800.00	1,800.00	3,600.00
2. Superintendent of Truck and General Farm	12	1,125.00	1,800.00	1,800.00	3,600.00
3. Assistant General Farm Man	12	900.00	1,400.00	1,400.00	2,800.00
4. Instructor Stock and Dairying	12	1,080.00	1,400.00	1,400.00	2,800.00
5. Extension Agent (Farm)	12	....	1,440.00	1,440.00	2,880.00
6. Foreman	12	480.00	540.00	540.00	1,080.00
7. Assistant Foreman	12	360.00	480.00	480.00	960.00
8. Lot Man	12	480.00	480.00	480.00	960.00
9. Six Student Assistants	8	820.00	820.00	820.00	1,640.00
10. Special Labor	12	500.00	720.00	720.00	1,440.00
Total Salaries		7,245.00	10,880.00	10,880.00	21,760.00
Equipment for Farm—					
1 Fordson Tractor		....	900.00	....	....
Pair Mules		....	400.00	....	....
1 Disc Harrow		....	90.00	....	....
Commercial Fertilizer		....	250.00	....	....
Fertilizer Distributor		....	25.00	....	....
Barrel Spray		....	40.00	....	....
600 Peach Trees		....	110.00	....	....
Material for Spraying		....	30.00	....	....

ESTIMATED BUDGET.	Time—Mos.	1924-25	1925-26	1926-27	Total Biennium
Colony Hog-houses		....	600.00	....	....
Poultry Renewal		....	200.00	....	....
		....	$ 2,345.00	....	2,345.00
Equipment for Dairy—					
10 Jersey Cows		....	1,250.00	....	....
1 Jersey Bull		....	300.00	....	....
1 Starter Can		....	50.00	....	....
1 Pasteurizing Vat		....	350.00	....	....
1 Combined Churn and Butter Worker		....	75.00	....	....
1 Can and Tub Ice Cream Freezer		....	150.00	....	....
1 Bottle Washer		....	25.00	....	....
1 Silo		....	350.00	....	....
Total Dairy Equipment		....	$ 2,550.00	....	$ 2,550.00
Total for Agricultural Department		....	....	....	$26,655.00
SANATORIUM					
1. Superintendent	12	1,020.00	1,200.00	1,200.00	2,400.00
2. Trained Nurse Assistant	12	300.00	900.00	900.00	1,800.00
3. Resident Physician	12	....	1,500.00	1,500.00	3,000.00

Note—I recommend a medical fee of $2 for each pupil, which will take care of $800 or $1,000 of this.

4. Interne	12	....	300.00 (With board; total $600)	600.00	1,200.00
5. Matron	12	600.00	600.00	600.00	1,200.00
Supplies		400.00	400.00	400.00	800.00
		2,320.00	5,200.00	5,200.00	10,400.00

GIRLS' INDUSTRIES

1. Dean of Home Economics	10	800.00	1,200.00	1,200.00	2,400.00
2. Instructor Domestic Science	8	680.00	1,000.00	1,000.00	2,000.00
3. Instructor Domestic Science	8	560.00	800.00	800.00	1,600.00
4. Instructor Sewing	8	720.00	800.00	800.00	1,600.00
5. Instructor Sewing	8	680.00	800.00	800.00	1,600.00
6. Instructor Sewing and Millinery	8	600.00	800.00	800.00	1,600.00
Total Salaries		$ 4,040.00	$ 4,000.00	$ 4,000.00	$10,800.00
Equipment—					
Domestic Science Department		....	791.00	....	....
Domestic Art and Millinery Department		....	1,016.50	....	....
Total Equipment		....	$ 1,807.50	....	$ 1,807.50
Total for Department		....	....	....	$11,007.50

BOARDING DEPARTMENT AND LAUNDRY

1. Dietitian	10	....	800.00	800.00	1,600.00
2. Assistant Dietitian	10	....	600.00	600.00	1,200.00

(Salary and board paid by Boarding Dept.)

ESTIMATED BUDGET.	Time—Mos.	1924-25	1925-26	1926-27	Total Biennium
3. In charge Laundry	8	....	600.00	600.00	1,200.00
		(Salary and board paid by Boarding Dept.)			
4. Repairs and Renewal of Equipment		....	3,000.00	....	3,000.00
		....	5,000.00	2,000.00	7,000.00
HOUSEKEEPING DEPARTMENT					
1. Dean of Women	10	800.00	1,000.00	1,000.00	2,000.00
2. Girls' Matron	10	....	600.00	600.00	1,200.00
3. Girls' Matron	10	....	600.00	600.00	1,200.00
4. Boys' Matron	10	....	600.00	600.00	1,200.00
		800.00	2,800.00	2,800.00	5,600.00
Note—The Boarding Department pays for all of these matrons' board.					
BUSINESS DEPARTMENT					
1. Professor in Charge	8	720.00	960.00	960.00	1,920.00
2. Assistant Professor in Charge	8	....	600.00	600.00	1,200.00
		720.00	1,560.00	1,560.00	3,120.00
BOYS' ACTIVITIES					
1. Athletic Director	8	....	1,000.00	1,000.00	2,000.00
2. Band Master, Assistant in Mechanic Arts Dept	8	....	1,000.00	1,000.00	2,000.00
		....	2,000.00	2,000.00	4,000.00

OFFICE

1. Buildings and Grounds, Bus. Mgr. & Cust. of Prop.....	12	1,000.00	1,500.00	1,500.00	3,000.00
2. Secretary and Stenographer to Business Manager......	12	....	960.00	960.00	1,920.00
3. Auditor and Bookkeeper..............................	12	1,380.00	1,500.00	1,500.00	3,000.00
4. Assistant Bookkeeper and Cashier....................	12	720.00	960.00	960.00	1,920.00
		(board)	pay board)		
5. Secretary and Stenographer to President..............	12	720.00	1,200.00	1,200.00	2,400.00
		(board)	pay board)		
Stationery	12	....	425.00	425.00	850.00
Postage	12	....	450.00	450.00	900.00
Schedules and Blanks...................................	12	....	175.00	175.00	350.00
Books, Ledgers, Transfer Binders.......................	12	....	150.00	150.00	300.00
Pencils, Miscellaneous Supplies........................	12	....	125.00	125.00	250.00
Installing System of Inter-building Telephones.........		....	250.00	....	250.00
Telephones and Telegrams...............................	12	....	400.00	400.00	800.00
President's Traveling Expenses.........................	12	600.00	750.00	750.00	1,500.00
Total..		4,420.00	8,845.00	8,595.00	17,440.00

SPECIAL PRINTING AND PUBLICATIONS	Mos.	1925-26	1926-27	Biennium
Printing Catalogues	12	$ 725.00	$ 725.00	$ 1,450.00
Printing Catalog Envelopes..	12	50.00	50.00	100.00
Printing Quarterly Bulletins.	12	180.00	180.00	360.00
Envelopes for Bulletins.....	12	90.00	90.00	180.00
Advertising	12	150.00	150.00	300.00
Exhibitions at Fairs........		500.00	500.00	1,000.00
		1,695.00	1,695.00	3,390.00
BUILDINGS AND GROUNDS				
Two Night Watchmen.......	12	960.00	960.00	1,920.00
Two Campus Men...........	12	960.00	960.00	1,920.00
Janitor Service (students)..	12	1,800.00	1,800.00	3,600.00
Truck Driver	8	72.00	72.00	144.00
Truck Driver	4	80.00	80.00	160.00
Special Landscape Work....		900.00	900.00	1,800.00
		4,772.00	4,772.00	13,264.00
MATERIAL FOR UPKEEP BUILDINGS				
Material for Plumb. Repairs.		1,200.00	1,200.00	2,400.00
Material for Carp. Repairs..		900.00	900.00	1,800.00
General Repairs		5,000.00	5,000.00	10,000.00
		7,100.00	7,100.00	14,200.00
FUEL, GAS AND WATER				
Fuel		1,900.00	1,900.00	3,800.00
Lights, Gas and Water......		2,800.00	2,800.00	5,600.00
Elec. Lamps for Departments Other than Boarding......		75.00	75.00	150.00
		4,775.00	4,775.00	9,550.00
MISCELLANEOUS EXPENSES				
Comm't. and Pub. Assembly.		750.00	750.00	1,500.00
SUMMER SCHOOL				
One Teacher		320.00	320.00	640.00
Eight Teachers		2,240.00	2,240.00	4,480.00
Eight Teachers		1,920.00	1,920.00	3,840.00
Two Teachers		300.00	300.00	600.00
Two Teachers		340.00	340.00	680.00
		5,120.00	5,120.00	10,240.00

PERMANENT IMPROVEMENTS

Girls' Dormitory (brick)	$ 80,000.00	
Dining Hall, complete, including Refrigerating plant	12,400,00	
New Science Hall, complete	7,500.00	
Mechanic Arts Building	4,500.00	
New Administration Building and Class Room, Boys' Gymnasium and Assembly (brick)	125,000.00	
Repairs on Buildings	5,613.00	
Nurses' Home	5,000.00	
Central Heating, Light and Power Plant	65,000.00	
Central Sewerage System and Septic Tank	25,000.00	
Water System	25,000.00	$355,013.00

SUMMARY

Salaries and Wages for Teachers and Employes		165,094.00	
Less Morrell Fund	$50.000		
Less Salaries paid by Boarding Dept.	2,400		
	$52,400	52,400.00	
Total Salaries and Wages, including Summer School			$112,694.00
Current Equipment			23,195.00
Current Supplies			19,640.00
Total Budget requested for two years			$510,542.00

REPORT OF ACADEMIC DEPARTMENT

Mr. J. R. E. Lee, President,
Florida A. & M. College,
Tallahasee, Fla.

Dear Mr. Lee:

I herewith submit a report on the Academic Department for the biennium including the terms 1922-3 and 1923-4.

	1922-3			1923-4		
Enrollment	Male	Female	Total	Male	Female	Total
Enrollment	138	201	339	160	200	361
Graduates, College	8	2	10	7	3	10
Certificates, Comm'l.	0	1	1	0	1	1
Certificates, Nr. Trn.		2	2	0	2	2
Certificates, H. Sch.				12	18	30

The work of instruction as outlined in the annual catalogue has been followed. Work in the Academic Department is linked as closely as possible with that of the other departments in that every student above the high school level is required to elect a major course in one of the other departments, whether Agriculture, Education, Home Economics, Mechanic Arts, Business Training or Nurse Training; and a diploma or certificate is awarded only on the completion of a specified minimum number of credits in the chosen major.

The work could not but be disturbed by the series of destructive fires and other unforeseen mishaps that visited the campus during the past term. Nevertheless, both student body and faculty are to be commended for the heroic attitude and high degree of morale maintained and the excellent grade of work accomplished in spite of severe handicaps.

Records concerning the Summer School of 1923 were lost in the destruction of Duval Hall by fire. The attendance for the summer of 1924 was as follows:

Male, 10; Female, 72; Total, 82.

This marked a large falling off from the enrollment of previous summers in recent years. This decrease may be accounted for in part as follows:

1. A broadcast impression of shortage in dormitory accommodations.
2. The recognition of six weeks' courses in schools outside the State on a par with our eight weeks' course for the extension of certificates.

The work done in the Summer School was of the highest quality ever attained in this institution. It was characterized by absence of frivolity and by earnest application to studies. Special attention should be called to the increasing interest in and a rising demand for those courses allowing credit toward graduation in preference to those merely review courses pursued in preparation for periodic examinations. Worthy of note also is the increasing interest in the teacher training courses in School Art and Physical Education.

Turning attention once more to the work of the regular school term we would cite several very pressing needs that demand immediate relief if the work of the department is to go forward effectively and efficiently:

a. A new academic and administration building.
b. A new science building.
c. An addition to the Primary Training School building.
d. Appropriation for two more teachers in the Junior High School Department.
e. Appropriation for one critic teacher.
f. A replacement of chemistry and physics equipment in the science department.
g. A general increase in the salaries of all the teachers.

In explanation of these demands let me say:

a. The loss of the former academic building, inadequate as it was, created an appalling handicap which will be relieved in part by the new class-room building now under construction. But even that will not meet the needs for a building where administrative offices and class work of the upper department may be centrally located. At present, the distribution of classes all over the campus in emergency locations inevitably shortens the recitation period by requiring longer intermissions, encourages irregularity in attendance and makes adequate supervision out of the question. The dean of the department has been without adequate office accommodations and will continue so until such a building is supplied. The removal of the administrative offices from the College Library will permit the expansion of reading room space there —another crying need not listed above but capable of relief through the supplying of the first.

b. The Science Department has long since outgrown its present quarters and lacks space for the meeting of all the classes in the various sciences, not to mention the installation f needed apparatus.

c. The crowded condition in the Training School makes effective work impossible. The applications for enrollment are far in excess of the seating accommodations, but in the face of the pitiable lack of educational facilities for the young throughout this vicinity, pedagogical principle has been violated rather than refuse entrance to those crying for light.

d. Because of the shortage in the supply of teachers, a number of Junior High School classes have been assigned to students of the upper department. The appointment of student-teachers to classes without adequate supervision, adds immeasurably to the present problems of the teacher-training department.

e. The teacher-training department has grown so rapidly during the last few terms that the present force is no longer able, satisfactorily, to supply the demands of the course. A specially trained critic teacher will satisfy the most pressing demand of the present.

f. The loss of Duval Hall by fire deprived us absolutely of our equipment for instruction in physics. To restore the department, an immediate outlay of $700 is necessary. The equipment in chemistry at present is good, but for maintenance during the next two years, $250.00 will be needed.

g. Library equipment, including new books and magazines will cost during the next two years not less than $300.00.

h. The salary schedule for the whole faculty has remained at such a low level that it becomes increasingly difficult, not to say fairly impossible, to attract and hold teachers of the required caliber for the effective carrying forward of our prescribed courses in competition with the better salaries offered in many institutions of our rank. Not only will an increase in salaries attract a higher type of instructor but the opportunity for professional growth through the pursuit of post-graduate courses in Summer Schools will react doubly to the advantage of the institution.

Yours respectfully,
H. F. COLEMAN, Acting Dean.

REPORT OF THE AGRICULTURAL DEPARTMENT.

Tallahassee, Florida, Nov. 18, 1924.

Pres. J. R. E. Lee,
Fla. A. & M. College,
Tallahasee, Fla.

Dear Sir:

During my two months' service in the Agricultural Department I have given it a very close study, both educational and productively.

The farm generally was in a run-down condition and will take considerable time to put it on a paying basis. We are not waiting for better, but making the most of what we found. We have done considerable work on road and fence building. We have made it possible to enter the farm on smooth road. A number of fence lines have been cleared of brush, new posts put in and the wire put back in place. Our idea is to teach by example. The old field that was taken by worthless weeds now gladdens the eye and satisfies the hunger of our students with fresh vegetables.

During the two weeks past we have prepared and planted twenty-five acres of oats and fifteen acres of rye and clover mixed. Our plan is to preserve soil fertility and feed our stock more economically. We have built fences and seeded ten acres of rye, rape and clover that we might produce cheaper pork.

Our stock is being cared for by our agricultural students, which gives an ideal chance for valuable training. At four o'clock in the morning the boys are up feeding, milking, cleaning barns and delivering milk. We are not training paper farmers but the kind that will stand the test of real farm life. Our laboratory is as much in the field as indoors.

Our boys and girls are eager to produce that which our fathers have intended we should have from our soil. The boys are ploughing with a smile and realize that there is more to ploughing other than chasing after a mule. They are learning to operate machinery on the farm, how to save time and how to get something for the time spent. If we are to maintain the spirit of the boys and girls we must add to our department new improvements. On the farm we are in need of the following things.

A Fordson Tractor	$ 600	
Pair of Mules	400	
Disc-Harrow	90	
Commercial Fertilizer, etc.	250	
Fertilizer Distributor	25	
Barrel Spray	40	
600 Peach Trees	110	
Material for spraying	30	$1545

The Dairy Department is very much in need of ten pure-bred cows and a pure-bred bull. With the present herd the cows have been inbred to the extent we have only three cows out of sixteen that pay for the feed they consume. A silo is very much in need to supplement our pasture during the hot and dry season as well as the three months we are without pasture. We cannot begin to supply the demand we have for milk, cream and butter. With the few good cows to start with we can soon develop a wonderful herd. To extend our training in the Creamery and Dairy, we need the following things:

10 Jersey cows	$ 1250	
1 Jersey Bull	300	
1 Starter Can	50	
1 Pasteurizing Vat	350	
1 Combined Churn and Butter Worker	75	
1 Can and Tub Ice-cream Freezer	150	
1 Bottle Washer	25	
1 Silo	350	$2550

With the addition of the new things added, I am sure our work will be more attractive and helpful to our students. To hold the boys and girls in agricultural lines we must enable them to earn a reasonable living. Any number of our folks have deserted the farm life because they have not been trained to be productive farmers from a financial point. We teach our boys to keep a record of their farm projects that they may learn the value of record keeping.

The Agricultural Staff is making every effort to improve and advance the work in the department and throughout the entire school.

Very truly yours,

C. O. BROWN,

Director Agricultural Department.

REPORT OF THE HOSPITAL.

President J. R. E. Lee,
Florida Agricultural &
Mechanical College.

Dear Sir:

I herewith submit the following report of the Department of Health and Nursing Education for the biennium ending 1924. The health of the student body has been exceptionally good, considering the hardships, privations and crowded conditions resulting from the loss of buildings, during the last school session.

The number of students confined to the sanatorium, on account of illness, has been small, while the number requiring dispensary treatment has been quite large.

The physical examination of male students, which has been carried out for the past few years, was held up last term on account of lack of proper help—we had no Interne or Resident Physician. With added equipment, purchased last term, and the necessary help, we had hoped to extend the physical examinations to the young women of the Institution, also to the Practice School connected with this College. Such examinations should be made by a physician. A fund for such service should be available.

The death rate of the Negro, is greater than that of the white race, due to unsanitary and unhygenic living conditions.

The young children, the future men and women, the hope of the race, are handicapped at the very threshold of life, by improper and poorly prepared food; their growth is stunted, their bodies undeveloped, and in their weakened conditions are subject to any of the many diseases that attack neglected children. The State of Florida, through this College, should do all in its power, to lower the high death rate, to reduce the prevalence of disease, and to improve the health of its Negro citizens. The Florida A. & M. Sanitorium, if properly equipped, and with Resident Physician, an Interne and Graduate Nurses, to carry the gospel of health and right living by teaching and practice, would be of greater service to this community and the State at large.

The school of Nursing Education has had ten young women taking the course; two have finished a three-year course and have left the Institution. One more will soon finish her time and leave also. On account of the crowded condition, in the women's dormitory, the nurses were crowded out and were compelled to live in the sanatorium, thereby reducing the number of beds for patients.

The salary offered for a nurse to assist the Superintendent, is insufficient to procure a graduate nurse. This leaves a vacancy in the teaching and training force of the sanatorium.

This year we are compelled to use a matron, one who is not a trained nurse. A schedule of lectures to the nurses has been arranged for the term of 1924-1925.

During the Summer School, classes in Hygiene and Home Nursing, were conducted in the sanatorium.

Our needs: A trained nurse as instructor in Nursing and assistant to the Superintendent; an Interne; a Resident Physician to have charge of the Health Department; an X-Ray Apparatus; a ward for Contagious Diseases, isolated from the sanatorium; renewed plumbing fixtures to replace the worn-out and antiquated type, now in use, that will not stay in repair. Renovations of walls and wood-work should be done every two years; a coat of paint on the outside of the building.

Permanent quarters for the nurses outside of the sanatorium; a nurses' home could be easily built, just south of and near the sanatorium, large enough to accommodate ten nurses and the necessary matrons.

The old furnace has been overhauled during the summer, and it remains to be seen whether it will or will not give service.

The above needs have been set forth in previous reports; they have become imperative now and I hope you will urge immediate action in these matters.

Respectfully,

J. V. HILYER, R. N.,

Superintendent Sanatorium.

REPORT OF THE MECHANIC ARTS DEPARTMENT.

Mr. J. R. E. Lee, Pres.
Fla. A. & M. College,
Tallahassee, Fla.

My dear Pres. Lee:

I herewith submit statements concerning the Mechanic Arts Department during the past year, 1923-1924. The department has done creditable work in spite of inconveniences due to the loss of the buildings.

ENROLLMENT OF STUDENTS.

Carpentry	5
Wheelwrighting	3
Blacksmithing	6
Manual Training	6
Tailoring	13
Painting	5
Stenography	10
Typewriting	19
Bookkeeping	10

Engineering	8	
Auto-Mechanics	14	
Mechanical Drawing	28	
Printing	3	
Plumbing	14	144

The work has consisted of projects for class and theory. Repairs and construction for practice and theory for the advanced classes.

The students are interested and want to learn the different trades offered and some not offered. They want to learn as it is done in the best shops. Therefore our shops should be equipped modernly, so that when a boy goes from our shop to a garage he will still be in familiar surroundings. Therefore, the recommendations made herewith by instructors of the different vocations should be given careful attention.

Estimates for further equipping department.

Mechanical Engineering	$ 250.00	
Blacksmithing	300.00	
Electrical Engineering	200.00	
Printing	400.00	
Tailoring	500.00	
Auto-Mechanics	300.00	
Carpentery	500.00	
Drawing Department	600.00	$3,050.00

We greatly need places for housing the departments of printing and carpentry. There is a demand for opportunity to learn brick-laying and plastering, also shoemaking. I would therefore recommend that provision be made to offer these trades another year.

REPAIRS NEEDED.

After inspecting the buildings of the campus, I make the following recommendations:

1. Guin Cottage. I am quite sure this cottage has not been re-roofed since it was built and it is one of the oldest buildings on the campus. If it is re-roofed, it can be put in such good repairs that it will last many years longer. The approximate cost for this will be.................................$ 325.00
2. Science Hall. This building is about 18 or 19 years old and the roof has been in a bad fix for several years. The plaster is falling because of leaks and as fast as we patch it up it falls again. In addition to re-roofing this building, the roof should be changed so as to do away with a flat deck in it which always gives trouble. I have not estimated the cost of making the change in the shape of the roof, but the re-roofing will cost.. 338.00

   Painting 200.00

3.	Home for Dean of Agriculture. This building is not so old but a cheap roof was put on it at first. The re-roofing will cost	270.00
	Painting	200.00
4.	Weeks Cottage. I expect this building is near 100 years old and has its first roof. The building can be put in repair so that it will give many more years of service if the roof is renewed. Cost	390.00
	Painting	150.00
	Bath room	100.00
5.	President's Home. This building is about 24 years old, but in good condition except for the roof which leaks and causes trouble and the breaking of plaster. We have just patched the plaster in it and may have the job to do again soon. Cost of re-roofing	620.00
	Painting	250.00
6.	Howard Cottage. This building is about 18 years old and was roofed with No. 2 shingles. We have patched it so often that patches do little or no good. The cost of re-roofing will amount to approximately	320.00
	Painting	150.00
7.	Clarke Hall. Minor repairs and painting	600.00
8.	Melvin Lodge. Minor repairs and painting	600.00
9.	Home Economics Building. Painting	600.00
10.	Men's Union. Painting	500.00
	Total	$ 5613.00

My estimates are made for composition shingle including the changing of sheathing that will be necessary. To re-roof them now will be a great economy. It will save these buildings that are now deteriorating very rapidly. I am,

Yours respectfully,
J. B. BRAGG, Acting Dean.

REPORT OF THE HOME ECONOMICS DEPARTMENT.

Pres. J. R. E. Lee,
Florida A. & M. College,
Tallahassee, Fla.

My dear Sir:

The courses in Home Economics for the year 1922-23 have been carried along the lines mapped out in the year previous.

Five double periods a week for the first and second years are required, the third and fourth year work being elective. After two years working by this plan, it seems to be wise to continue the course through the third and year fourth years rather than make it elective. This affords a better opportunity for a more rounded course in the High School.

We have two courses in Home Economics, one, a four-year course and the other a Teacher Training course, outlined by the Federal Board of Vocational Education. Every girl in the institution is required to take some phase of Home Economics. The Home Economics students have received training in home-making in the practice department, in the dormitories and in preparing and serving meals to large numbers, under the supervision of a teacher. This training should be centralized in a practice house, and in order to carry out the Smith-Hughes plan of home-making, an up-to-date practice house with kitchen and bathroom is a great necessity.

A modernly equipped Domestic Science kitchen that will accommodate more students is also a special need.

It is our plan to offer a Home Demonstration course similar to that offered in other institutions and also a course in Home Nursing and Child Care.

Hot lunches could be furnished by the department at a small cost, to the children in the training school. This would afford a splendid opportunity for training the Smith-Hughes classes, as well as benefitting the health of the little children.

By the addition of a certificate, we could give a more complete course to the third and fourth year high school girls who continue the Home Economics course.

To perfect these plans it will be necessary to have renewed and added equipment in the Home Economics department.

DOMESTIC SCIENCE DEPARTMENT EQUIPMENT.

1 Gas Stove	$ 60.00	
Kitchen Utensils	100.00	
Demonstration material food, $30 per month for 10 months	300.00	$ 465.00

Furnishings for Dining Room.

1 Rug, 9x12	65.00	
Silver	25.00	
Glassware	5.00	
Table linen	16.00	
Window curtains for dining-room, living-room and bed-room	30.00	
1 Mattress for bed in bed-room	10.00	151.00

Chemical Laboratory.

Equipment	125.00	
Supplies	50.00	175.00
		$ 791.00

Domestic Art Department.

Elementary Sewing Department		
1 Sewing machine	$ 60.00	
1 dozen pairs scissors	15.00	
Demonstration material, 10 months; thread, needles, pins, cloth, books, magazines, etc.	125.00	
Dressmaking Equipment:		
1 hemstitching machine	200.00	
1 sewing machine	60.00	
1 dozen pairs scissors	15.00	
½ dozen pairs button-hole scissors	7.50	
Demonstration material, 10 months: thread ,needles, pins, cloth, books, magazines, etc.	200.00	682.50

Millinery Department.

Equipment:		
½ dozen hat blocks	30.00	
1 electric iron	5.00	
1 sewing machine	60.00	
2 dozen pairs millinery plyers	24.00	
1 dozen pairs millinery scissors	15.00	
Demonstration material, 10 months, Buchram wire, paper, velvet, ribbons, braids, books, magazines, etc.	200.00	334.00
Total		$ 1807.50

Steam heat to take the place of stoves now used would add to the comfort and safety of the building.

Respectfully submitted,

CLARA B. MOON, Acting Dean.

REPORT OF THE AUDITOR

Tallahassee, Florida, September 1, 1924.

Mr. J. R. E. Lee, President
Florida A. & M. College,
Tallahassee, Florida.

Dear President Lee:

The Auditor's report of the receipts and disbursements of all funds of the College Boarding Department for the biennium July 1, 1922, to June 30, 1924, is herein submitted with such recommendations as the Auditor considers necessary.

SUMMARY

Resources—	
Cash on hand July 1, 1922	$ 702.53
Total receipts from July 1, 1922, to June 30, 1923	37,266.78
Total receipts from July 1, 1923, to June 30, 1924	28,486.17
Total	$ 66,455.48
Disbursements—	
Total from July 1, 1922, to June 30, 1923	$ 37,188.52
Total from July 1, 1923, to June 30, 1924	29,002.72
Total	$ 66,191.24
Balance on hand July 1, 1924	$ 199.41

RECEIPTS AND DISBURSEMENTS ITEMIZED

RECEIPTS

	1922-23	1923-24
Balance on hand July 1, 1922	$ 702.53	....
July	2,404.21	$ 2,219.11
August	1,640.79	1,119.03
September	1,073.73	1,500.54
October	3,247.44	4.230.70
November	3,537.45	2,438.72
December	2,588.38	2,701.94
January	3,646.80	2,422 51
February	3,338.02	2,400.83
March	3,336.82	2,069.47
April	3,191.17	2,158.52
May	4,706.97	2,754.92
June	3,852.47	2,469.88
Total	$37,266.78	$28,486.17

DISBURSEMENTS

	1922-23	1923-24
July	$ 2,518.76	$ 2,017.01
August	2,048.69	1,333.49
September	1,197.03	1,042.13
October	3,180.47	4,177.98
November	3,182.65	3,266.63
December	2,941.24	2,822.73
January	3,346.12	2,281.77
February	3,498.55	2,586.36
March	3,301.95	2,199.94
April	2,847.57	1,863.87
May	5,211.70	2,854.03
June	3,913.79	2,556.78
Total	$37,188.52	$29,002.72

DISBURSEMENTS ITEMIZED

	Groceries		Meat and Eggs		Butter	
	1922-23	1923-24	1922-23	1923-24	1922-23	1923-24
July	$ 734.92	$ 662.00	$ 736.70	$ 105.49	$ 74.30	$ 45.00
August	546.34	27.30	352.41	15.50	80.20	0.00
September	194.07	25.22	73.06	0.00	0.00	24.00
October	795.71	1,146.32	323.62	449.29	0.00	24.20
November	1,035.94	1,341.25	293.51	446.97	30.00	20.00
December	831.92	803.83	629.75	482.63	0.00	0.00
January	1,537.11	1,107.36	460.80	471.83	75.90	20.00
February	1,174.92	1,112.30	896.04	301,21	45.90	10.00
March	1,167.54	1,078.10	842.83	335.46	86.80	0.00
April	1,162.05	848.87	695.16	399.26	6.85	15.00
May	1,695.78	1,197.57	935.22	243.22	25.00	20.00
June	1,886.81	1,269.55	475.38	350.87	129.32	15.00
Total	$12,763.11	$10,620.67	$6,714.48	$3,601.72	$554.27	$193.20

DISBURSEMENTS ITEMIZED

	Milk		Lights		Fuel	
	1922-23	1923-24	1922-23	1923-24	1922-23	1923-24
July	$ 73.22	$ 15.85	$ 79.10	$ 0.00	$ 0.00	$ 0.00
August	69.72	0.00	0.00	0.00	0.00	10.25
September	0.00	25.43	67.01	0.00	130.60	0.00
October	99.53	0.00	61.59	301.98	41.93	24.50
November	19.87	34.15	51.52	266.63	5.25	0.00
December	31.37	11.75	89.27	266.63	133.50	14.00
January	31.90	0.00	132.84	0.00	15.85	0.00
February	30.90	11.90	224.50	0.00	13.45	0.00
March	86.46	0.00	133.98	188.40	51.82	0.00
April	55.20	18.66	116.92	0.00	69.90	0.00
May	55.50	70.32	182.01	0.00	56.68	0.00
June	129.32	58.32	271.87	61.32	0.00	4.00
Total	$682.99	$246.38	$1,410.61	$1,014.96	$518.98	$52.75

DISBURSEMENTS ITEMIZED

	Laundry		Ice		Supervisor's Sal.	
	1922-23	1923-24	1922-23	1923-24	1922-23	1923-24
July	$ 21.00	$ 11.50	$ 58.95	$ 0.00	$ 190.00	$ 230.00
August	72.15	13.50	52.75	0.00	100.00	50.00
September	2.00	0.00	71.90	0.00	50.00	0.00
October	79.98	89.85	80.45	161.40	150.00	0.00
November	213.16	178.22	40.15	0.00	182.50	136.66
December	111.19	103.00	0.00	116.45	100.00	136.66
January	112.14	105.00	100.00	0.00	150.00	136.66
February	112.00	100.75	64.65	58.94	150.00	136.66
March	66.80	99.75	2.83	0.00	200.00	136.66
April	53.42	98.80	0.00	0.00	200.00	136.66
May	133.00	91.00	97.10	43.02	200.00	136.66
June	95.00	79.50	62.12	0.00	190.00	136.66
Total	$1,071.84	$970.87	$631.10	$379.81	$1,862.50	$1,373.28

DISBURSEMENTS ITEMIZED

	Labor		*Incidentals and Equip.		Music
	1922-23	1923-24	1922-23	1923-24	1922-23
July	$ 129.85	$ 205.60	$ 400.33	$ 741.57	$ 5.89
August	115.90	134.00	695.03	1,082.94	38.19
September	73.00	18.00	626.79	949.48	.....
October	75.00	68.40	1,534.64	1,912.04	.....
November	66.60	78.00	1,076.90	764.75	.....
December	74.40	80.00	1,031.41	807.78	.....
January	74.70	79.00	654.68	361.92	.....
February	74.40	80.00	711.79	774.60	.....
March	106.00	60.00	556.90	370.57	.....
April	76.40	60.00	411.67	286.63	.....
May	93.00	80.00	1,639.81	972.24	.....
June	119.95	60.00	515.41	521.56	.....
Total...........	$1,079.20	$1,003.00	$9,855.36	$9,546.08	$44.08

*Incidentals includes refunds, cash advanced to other funds which is reimbursed, freight hauling, etc.

NUMBER IN BOARDING DEPARTMENT

	1922-23	1923-24
July	187	115
August	186	0
September	95	48
October	238	215
November	281	227
December	286	227
January	286	176
February	269	176
March	263	176
April	263	176
May	263	176
June	165	73

At this time the new dining-room and kitchen are under construction. This building has about the same seating capacity as the one which it replaces. If the institution continues to grow, and from all indications such will be the case, this building will soon be inadequate (and perhaps this will be the case in a few weeks).

I trust that in the near future immediate steps will be taken to enlarge this building and so equip it that efficient service may be rendered in the boarding department.

Respectfully submitted,

E. E. BROUGHTON, Auditor.